

POSITION OPENING

CHICO STATE ENTERPRISES

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Volunteer Coordinator Assistant
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 786

COMPENSATION: \$20.00 per hour

LOCATION: Passages; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: Under the direction of the Director of Volunteer Services and the Volunteer Supervisor, serves as a primary contact for volunteer staff, including recruitment, training, support, and evaluation. General duties include:

- Telephone and in-person support to volunteers
- Planning and organizing volunteer recruitment campaigns
- Creating monthly newsletters and volunteer recognition events
- Provides training, orientation, and placement of new volunteers
- Submits monthly payroll, check requests, background checks, and complex reporting
- Develops and maintains site packets and volunteer educational manuals as required
- Reporting duties include assisting the Director of Volunteer Services with preparation of monthly, quarterly, and yearly project reports
- Database maintenance duties include client wait list maintenance, generating reimbursement reports and lists, and updating volunteer information in the database
- Duties may include community outreach involving community presentations and other forms of marketing.

EMPLOYMENT STANDARDS:

- Requires a combination of 2 years of education and experience working with volunteers and preferably older adults.
- Experience coordinating social, health, or related human services programs is highly desirable.
- Applicants are required to have the ability to perform, in a highly efficient manner, all the programs within Microsoft Office Suite including Word, Excel, PowerPoint, Publisher, and Outlook.
- Proficiency in creating Excel spreadsheets in a PC environment.
- Must possess the ability to input, sort, and prepare reports using database software.
- Experience with Salesforce a plus.
- Possession of excellent written and verbal communication skills is essential for community presentations and volunteer recruitment.
- Candidate must be in possession of valid driver's license and automobile liability insurance.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance (\$50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Resume
- Copies of education degrees

APPLICATION DEADLINE: Application deadline is August 13, 2021. Open until filled. Applications can be submitted:

BY EMAIL: csejobs@csuchico.edu

BY DROPBOX: <https://csuchico.app.box.com/f/8efc0153cbdc4977a5646eb0b6f79489>

DISCLOSURE OF CAMPUS CRIME STATISTICS

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
<http://www.csuchico.edu/up>.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or **VISIT OUR WEBSITE:** <http://www.csuchico.edu/cse/>

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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