POSITION OPENING

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: 899
COMPENSATION: $16.59 - $19.77
LOCATION: This position requires in-person work at the Passages office located at 25 Main Street, Suite 202, Chico, CA 95928.

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.

COMPLIANCE REQUIREMENTS:

• Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.
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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%).

HOW TO APPLY:
To be considered, submit the following documents by September 30, 2022. Documents submitted after this date will not be considered.

• Cover Letter
• Resume
• Chico State Enterprises Application
• Three Professional References

BY DROP BOX: https://csuchico.app.box.com/f/19b9ddcf75a246e3b8e5e32ba38f4ab6
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. 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.