POSITION OPENING

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

POSITION: AmeriCorps Seniors Volunteer Supervisor

Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 900

COMPENSATION: $19.34 - $25.49 per hour

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 AmeriCorps Seniors Volunteers Manager, the employee is responsible for:

- Providing primary support for, and supervision of, the Senior Corps Volunteers including recruitment, background checks, training, technical assistance, and placement.
- Refer and support clients of Volunteers, complete home safety checks, intake, and connect to clients to additional services.
- Provide technical assistance to staff and volunteers.
- Develop quarterly in service for Volunteers and maintain the AmeriCorps Seniors volunteer resources and requirements.
- Assist with annual Volunteer Recognition events.
- Maintain a caseload of Volunteers and clients that are considered more challenging.
- Responsible for Salesforce database of client and volunteer information.
- Provide necessary statistics for bi-annual reports.

EMPLOYMENT STANDARDS:

- Bachelor of Arts in one of the following fields: Sociology, Gerontology, Social Services, Psychology, or Health and Human Services.
- Must possess substantial experience working with community volunteers, including recruitment, training, and supervision.
- Must possess excellent verbal and written communication skills.
- Computer competency in Microsoft Word, Excel, Power Point, Outlook, Salesforce, and Adobe Acrobat.
- Must possess a strong understanding of the aging population and social services.

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 with Chico State Enterprises Human Resources when necessary.
- 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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

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.

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.
current Chico State Enterprises employee who was conditionally offered the position.

- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

**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/45b218587d7e4293a5a78f43923f3501](https://csuchico.app.box.com/f/45b218587d7e4293a5a78f43923f3501)
**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.