

SCHOLARS IN SERVICE – JOB DESCRIPTION

Stone Soup

Mission: Stone Soup Fresno's mission is to nurture leadership that will create positive change for Southeast Asian refugee families to move forward and find their voices and places in America. Our current focus areas include cultural preservation and competency programs, early childhood education (children 0-5 and families), and education advocacy. All programs serve both the SE Asian American community of Fresno and the El Dorado Park neighborhood.

Agency Website: www.stonesounfresno.org

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Job Title: Volunteer & Service-Learning Coordinator

Number of Openings: 1

Stone Soup Fresno (SSF) relies significantly on volunteer staff, especially those enrolled in Fresno State University. This position would provide on-going support for recruitment, initial evaluation and interviewing, orientation, coordination of students with existing SSF staff, monthly "check-ins", and exit interviews. The role will also include updating the existing volunteer handbook to better serve both Fresno State students and other organization volunteers. The position answers to the Executive Director, or in his absence, the Compliance Manager. As a part of a small non-profit CBO, all staff and volunteers may be asked to assist in a variety of tasks outside their normal duties.

A key role for the person filling this position will be to better align our volunteer opportunities with individuals in career paths/programs, working to provide volunteers with opportunities that support and encourage their academic efforts, along with benefiting SSF with appropriate staffing help. This will especially be important due to the recently opening of our new Early Childhood Education Center.

Requirements:

Due to our work with young children, all volunteers and staff are required to complete a background check through the Dept. of Justice (LiveScan). Core staffing hours are Monday-Friday, from 8 AM to 5 PM. However, this position can be flexible.

Bilingualism (English/Hmong/Spanish) is highly preferred.