

SCHOLARS IN SERVICE – JOB DESCRIPTION

Stone Soup

Mission: To serve children and families by providing quality early learning preschool programs and resources to families to create positive growth for families.

Who we are: Stone Soup Fresno is an active state subsidized Preschool and Playgroup center for parents and children ages 0 to 5 years old and focuses on serving families, our community, and partners to preserve important cultural history and ignite advancement in the families and children.

Agency Website: www.stonesoupfresno.org

<https://www.facebook.com/stonesoupfresno>

Job Title: Volunteer / Office Coordinator Assistant

Number of Openings: 1

This position will provide on-going support in all areas of volunteer recruitment such as but not limited to: volunteer recruitment, retention and management of volunteers at Stone Soup Fresno. The role will also include updating the existing volunteer handbook to better serve Fresno State students and all volunteers. The person in this role will engage potential volunteers and share volunteer opportunities at Stone Soup Fresno, manage a volunteer database, and support Stone Soup Fresno as directed by the Executive Director and /or Chief Operations Officer as needed. The position answers to the Executive Director and/or the Chief Operations Officer.

Requirements:

All volunteers are required to complete successfully a background check through the Dept. of Justice (LiveScan) prior to starting their assigned volunteer position. Hours are Monday-Friday, from 8 AM to 5 PM. However, this position can be flexible.