Volunteer Relations Associate
Workforce Development

WE TRANSFORM LIVES
Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

Be a part of our story. Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Volunteer Relations Associate for Workforce Development serves as a regular, full time, 12-month position with primary responsibility for recruiting, vetting and retaining a high-quality volunteer program that supports educational and outreach efforts specific to University of Illinois Extension. The successful Volunteer Relations Associate will lead, develop and implement policies and procedures for recruiting, vetting, onboarding, training and retaining outstanding volunteers for Illinois Extension’s outreach programs. The individual will liaise with the Assistant Director for Diversity, Equity, Inclusion and Access and other members of the Extension leadership team to set statewide goals for a diverse and inclusive volunteer program comprised of talented individuals.

The Volunteer Relations Associate for Workforce Development will report to the Assistant Director for Workforce Development, and will be available to all of Illinois Extension and Outreach. This position may be located in one of Illinois Extension’s regions or units and will travel to campus as required and/or needed.

Position Overview

- Develop statewide policies and procedures for local implementation of a unified Extension volunteer delivery system.
- Establish and execute recruiting, screening, vetting, onboarding, continuous training, evaluating and retaining activities to strengthen Illinois Extension’s ability to be a leader in volunteer management and relations.
- Coordinate the volunteer background screening committee and document and retain records related to the committee.
- Lead and support volunteer management and relations processes including assessing needs, setting strategic priorities, organizing and leading training programs and evaluating outcomes and impact.
- Collaborate with and provide guidance to the Extension leadership team and other key stakeholders to deliver effective and efficient strategies that identify volunteer development needs and deliver on interdisciplinary training priorities to sustain a competent and high-quality volunteer base for Illinois Extension.

Application Due
April 12, 2022

Proposed Start Date
As soon as possible after the closing date

Salary
Commensurate with experience and qualifications

To Apply
Go To: http://go.illinois.edu/160173
Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references

More Information
The position is a full-time, benefits eligible, exempt, Civil Service position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.
• Identify statewide and local-level training needs for volunteers; collaborate with Extension leadership team as appropriate to implement training programs using a variety of educational strategies and technologies.
• Develop and implement a volunteer management and relations program for statewide delivery; evaluate, refine and improve the program as needed.
• Plan, organize, manage, implement and evaluate a volunteer annual conference, recognition program and/or other relations campaigns; collaborate with the Assistant Director for Workforce Development and others as appropriate.
• Serve on statewide committees as appropriate.
• Develop and implement a volunteer performance process by coordinating with the Assistant Director for Workforce Development.
• Maintain records of any organizational action regarding volunteer dismissal process and procedures.
• Annually review and update the volunteer handbook, policy and procedure documents and volunteer forms for compliance with University policies and procedures, state and federal laws and other compliance requirements; ensure alignment among various volunteer program policies and procedures (e.g., 4-H Youth Development, Master Gardener, Master Naturalist, Money Mentors, etc.).
• Design and implement evaluation and assessment processes to ensure timely reporting outcomes/accomplishments regarding volunteer relations for use in state and national reports; create dashboards and datasets as appropriate.
• Develop and implement strategic actions to improve relations, ensure compliance, support reporting and aid in operational and strategic decision-making processes.
• Collaborate with the Affirmative Action Officer, University of Illinois Extension [Assistant Director for Diversity, Equity, Inclusion and Access (DEIA)]; ensure volunteer efforts are in agreement with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act (ADA), and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan.
• Assure volunteer background checks are conducted and up-to-date.
• Serve as the liaison with the background check vendor to assure background checks are conducted and updated; reconcile all payments to the vendor.
• Maintain confidentiality of all personnel and volunteer actions.
• Collaborate on a comprehensive statewide plan for workforce development with the Assistant Director for Workforce Development and Extension leadership team as appropriate.
• Support talent acquisition efforts.
• Support professional development and educational programming activities.
• Perform other duties that further the mission of University of Illinois Extension as assigned.
• Participate in professional improvement opportunities when appropriate for the role of Outreach Associate for Workforce Development, Volunteer Relations.
• Create, develop and lead a strategic volunteer management and relations program that serves as a model for the Cooperative Extension System.
• Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension and Outreach work, assist as requested with data collection for Affirmative Action, Gender, and Targeted reports.
• Assume additional related responsibilities to enhance the mission of the unit.
• Local, regional, and statewide travel required; personal transportation required. Evening/weekend work are an integral part of this position. Travel reimbursement is provided for either personal vehicle use or other means of transportation as coordinated by employee in accordance with University policies.
• Conduct all activities in accordance with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act, and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan.

Qualifications

Required:

• Bachelor’s degree in education or related field from an accredited institution of higher education.
• At least two years of professional experience in education or related field.
• Demonstrated experience in adult and/or continuing education and workforce development.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment. The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.

As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit http://go.illinois.edu/EEO.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.
Preferred:

- Academic background and experience in adult education, continuing education, volunteer management or other related field.
- Experience working with adult educational and/or volunteer management programs.
- Experience with training and developing a diverse workforce.
- Understanding of and commitment to the land-grant university mission.
- Experience with or understanding of the Cooperative Extension Service.
- Experience with educational technologies and pedagogy.

Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills. Evidence of strong interpersonal skills and ability to work collaboratively within a team environment and with diverse groups. Strong leadership and creativity skills. Knowledge of civil rights laws and statutes and reporting requirements. Cultural competency and humility.

Environmental Demands

To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. A valid driver’s license is preferred. Employee is responsible for securing personal transportation. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements.

Application Procedure

Applications must be received by April 12, 2022. Apply for this position using the “Apply for Position” button (https://go.illinois.edu/160173). If you have not applied before, you must create your candidate profile at http://jobs.illinois.edu. If you already have a profile, you will be redirected to that existing profile via email notification. Please be sure to address how you meet each requirement of the position in your cover letter and/or resume. To complete the application process:

- Step 1) Submit the Staff Vacancy Application.
- Step 2) Submit the Voluntary Self-Identification of Disability forms.
- Step 3) Upload your cover letter, resume (months and years of employment must be included), and academic credentials (unofficial transcripts or diploma may be acceptable) and names/contact information for three references.

In order to be considered as a transfer candidate, you must apply for this position using the “Apply for Position” button. Applications not submitted through this website will not be considered. For further information about this specific position, contact Ashley Grilo (ashleyg@illinois.edu). For questions about the application process, please contact 217-333-2137.

Out-of-state candidates must establish Illinois residency within 180 calendar days of the start date for this position. Illinois residency requires proof of a valid Illinois Driver’s License or state of Illinois ID Card. Failure to produce the required documentation within 180 calendar days will result in immediate termination of employment.