



1457 E. Washington Ave.
Suite 102
Madison, WI 53703
phone 608.241.4888
fax 608.241.4825
www.canopycenter.org

Since 1977

Programs

Dane County CASA

Oasis

Parent to Child

June 5, 2018

Dear Applicant:

Thank you for your interest in the position of CASA Administrative Assistant and Agency Volunteer Coordinator for the Canopy Center, Inc. Enclosed you will find a list of application questions, job announcement and Summary of Benefits.

Return the completed questions along with a cover letter, current résumé, the confidential federal government reporting form, signed Employee Verification, Authorization and Release Statement, and a list of three professional references.

The completed application kit must be **postmarked by June 15, 2018 or received by email by June 19, 2018**. You may email it to martia@canopycenter.org or mail it to:

CASA Admin Asst/Vol Coord position
Canopy Center, Inc.
1457 E Washington Ave, Suite 102
Madison, WI 53703

Sincerely,

Donna Fox, MSSW, CAPSW
Executive Director

Enclosures



CANOPY CENTER, INC.
JOB ANNOUNCEMENT

CASA ADMINISTRATIVE ASSISTANT & AGENCY VOLUNTEER COORDINATOR (35 HRS PER WEEK)

AGENCY MISSION AND SUMMARY: The mission of Canopy Center is to help strengthen families and support children, teens, and adults impacted by trauma and adversity. The agency provides services through three programs: Dane County CASA (court appointed special advocates), Oasis child sexual abuse treatment program, and the Parent to Child family interaction pilot project.

POSITION SUMMARY: The CASA Administrative Assistant position helps facilitate volunteer trainings, case assignments, scheduling, and other administrative duties assigned by the CASA Program Director. It takes approximately 120 volunteers annually to adequately provide the agency's services alongside the 18-19 staff members. The Volunteer Coordinator for the Canopy Center is responsible for recruiting qualified volunteers for all of the agency program and administrative needs, maintaining records on all volunteers to track agency liability, conducting background and reference checks on all new volunteers, and initial screening interviews. In addition, this position assists the Fund Development team as needed.

QUALIFICATIONS: The CASA Administrative Assistant & Agency Volunteer Coordinator (CAAVC) position requires a person with past experience in volunteer recruitment, and strong organizational skills. The CAAVC must have excellent written and verbal communication skills, and demonstrate ability and desire to motivate & direct volunteers as well as coordinate with program staff. Experience in the non-profit arena a plus.

DUTIES: The CASA Administrative Assistant gathers & maintains data for reports, maintains case records through CASA's data tracking program, revises and distributes document templates, coordinates details around all staff conference/training attendance, assists in coordinating training opportunities for active CASA volunteers, prepares for training classes, tracks volunteer inquiries and serves as primary contact with new volunteers through placement into training sessions, tracks attendance and arranges make up materials for missed sessions, maintains volunteer data tracking, files court reports in person as needed, distributes or collects donations in community as needed, and delivers/picks up case files as needed. The Volunteer Coordinator for the Canopy Center maintains a system to ensure immediate follow-up with all potential volunteers to the point of placement into a volunteer position, maintains agency volunteer records and database, maintains a system to ensure consistent and adequate follow-through by program staff and updates to volunteer records, recruits volunteers to adequately meet the volunteer needs of all programs of the agency and agency administration including updating applicable websites for agency volunteer needs, speaks in public forums about agency services and volunteer opportunities, routinely publishes public service announcements or updates applicable websites for agency volunteer needs. The Volunteer Coordinator also works with staff to develop and maintain accurate volunteer job descriptions, conducts background and reference checks on all potential volunteers, conducts initial interviews with potential volunteers to determine fitness for the agency and programs, works with program directors to match potential volunteers with appropriate volunteer positions, and coordinates and executes a Volunteer Recognition Event each year. In addition, this position assists the Fund Development team as needed.

SALARY AND BENEFITS: 35 hours per week. \$28,210 - \$29,120 per year based on level of experience. Long-term disability and life insurance policy premiums paid in full by agency. Health insurance is available for employees working 30-40 hours per week, with single coverage covered 90% by agency. Application kit includes full Benefit Summary.

HOURS REQUIRED: Predominantly hours will be within M-F 8-4 timeframe with some flexibility. Will need to complete volunteer training in each program one time which may require some evening and weekend hours. On evenings of CASA training hours will need to flex to cover through 6 p.m.

TO APPLY: Download application packet from website at www.canopycenter.org/p/employment.html, or contact the Human Resource Manager at martia@canopycenter.org to receive an application packet. Must return cover letter, résumé, completed answers to the application questions and a list of 3 professional references **postmarked by June 15, 2018, or received by email by June 19, 2018** to be considered for the position.

Applicants will be considered for positions on the basis of qualifications and ability to perform the job for which they are applying without regard to race, religion, creed, sex, age, residency, national origin, disability, sexual orientation, marital status or physical appearance. Minorities encouraged to apply.

Canopy Center, Inc.
Application Questions
CASA ADMINISTRATIVE ASSISTANT & AGENCY VOLUNTEER COORDINATOR

Instructions:

Please include the following information when you submit your cover letter and résumé for the CASA Administrative Assistant & Agency Volunteer Coordinator position at Canopy Center.

1. Basic Qualifications of Position – please CLEARLY state how you meet the qualifications either on a separate form or within your cover letter and résumé:
 - a. Past experience in volunteer recruitment.
 - b. Past experience as an administrative assistant in which you handled confidential materials.
 - c. Experience in the non-profit sector.

2. Please answer the following questions:
 - a. Are you proficient in Microsoft Office (specifically, Word and Excel) and willing to learn new software for client health information management as needed? PLEASE NOTE, A BRIEF COMPUTER COMPETENCY TEST WILL BE GIVEN PRIOR TO INTERVIEW.

_____Yes _____No

 - b. If required, do you have a valid Wisconsin driver's license?

_____Yes _____No

 - c. Have you been placed on probation, parole, released from incarceration, or paid a fine for a misdemeanor or a felony? Please note a conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

_____Yes _____No

 - d. The hours required for this position are: 35 hours per week, predominantly hours will be within M-F 8-4 timeframe with some flexibility. Will need to complete volunteer training in each program one time which may require some evening and weekend hours. On training evenings for CASA, hours will need to flex to cover through 6 p.m. Do you have any ongoing schedule conflicts with the times above?

_____No _____ Yes, please specify _____

 - Are there any days/times you are NOT currently available to work?

_____No _____ Yes, please specify _____

 - e. How did you learn of the position opening with our agency?
___ JobNet
___ Indeed.com
___ Craig's List
___ Agency website
___ Job Announcement posting – if so, where? _____
___ Word of mouth
___ Other _____

Canopy Center, Inc.
Healing and Family Support Services
1457 E. Washington Ave., Suite 102
Madison, WI 53703

EMPLOYEE VERIFICATION, AUTHORIZATION AND RELEASE STATEMENT

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to immediate dismissal, and I agree that the company shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment character and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools and persons from any liability.

Signature

Printed Name

Date

**CANOPY CENTER, Inc.
FEDERAL GOVERNMENT REPORTING FORM**

This part of the application will be removed and kept in a confidential file. It will be separated from the application before the application is presented to the interviewer.

The following information is requested to meet requirements for federal government reporting payroll, and fringe benefits, procedures, and research purposes. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group.

Name _____ Sex Female _____ Male _____

Date of Birth _____

Position applied for _____

Disability, if any _____ Yes _____ No _____

Ethnic Background Black _____
 American Indian _____
 Hispanic/Latino _____
 White/Caucasian _____
 Asian _____
 Alaskan Indian _____

Armed Forces Veteran Yes _____ No _____

Date _____

Health-Vision Insurance Agency-sponsored policy available to all regular employees, 30 hours or more, with a premium paid 90% by the Agency for the single coverage. Employees wishing to add a spouse, domestic partner or dependent will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 11/18/14)*

Dental Insurance Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. Employee must choose a primary dentist from the Dentist Provider list. Diagnostic, preventative and restorative services are covered at 100%; extractions, endodontics (except wisdom teeth, covered at 50%) and periodontics are covered at 80%; and major restorative, prosthodontics and orthodontics (for covered family members age 18 and under) are covered at 50%. There is an annual non-orthodontic maximum of \$1,200. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

Group Life Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees may begin coverage on the first day of the month following 3 months of employment.

Long-Term Disability Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees. *(Amended 9/1/05)*

Retirement savings: Simple IRA plan available to all employees after one year of employment if they have earned a minimum of \$5,000 during that year, and who are expected to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if employee makes personal contributions to the plan. *(Amended 3/1/17)*

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits and withdrawal restrictions are dependent on each employee's individual situation. *(Amended 11/18/14)*

Flexible Spending Account Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Annual limit of \$2500 for medical reimbursement and \$5000 for dependent care and may rollover up to \$500 each year. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 1/1/14)*

AFLAC Insurance Available to all employees (if taking short-term disability policy, employee must be 30 hours or more). Existing employees may sign up for coverage at any time if the premium is being deducted from payroll post-tax. To deduct the premium pre-tax, employees must sign up for coverage during open enrollment each December. A representative from AFLAC Insurance will meet individually with each employee to review insurance options.

Employee Assistance Program Available to all employees and their families, funded 100% by the Agency. This benefit provides up to five short-term counseling sessions per person per situation. Situations include workplace conflicts, locating community resources, grief/loss, marital/relationship problems, depression/anxiety, stress, balancing family and work, domestic violence, elder care issues, and more. In addition to counseling services, the EAP provides legal consultation, financial consultation, and online resources. *(Amended 10/23/17)*

Paid Vacation Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

80 hours or 2 weeks during first year of employment

120 hours or 3 weeks during second and third year of employment

160 hours or 4 weeks during the fourth and subsequent years of employment

Paid Sick Time Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick leave per year. Sick time is carried over from one year to the next until the amount of sick time available equals a maximum of 12 weeks (or 480 hours for 40-hour employee).

Paid Holiday Time Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 76-hours of Holiday pay per year (this includes time for two personal holidays).

Compensatory Time Available to all regular salaried employees. Compensatory time may be given for hours worked over the number of typically scheduled hours, with **prior** approval from supervisor. Maximum Compensatory time accrued shall not exceed one week of normal hours (40 hours for full-time employee). Compensatory time must be used before any other accrued time is used (vacation, holiday or sick). Compensatory time not used within two months will be lost.

Continuing Education Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. In addition to conference fees, travel, lodging, mileage, and work hours will be covered by the agency.

Pay periods Employees are paid on the 15th and last day of each month.