



□ 1398 Ridgewood Drive
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Website: www.caring-choices.org

Site: Caring Choices Office

Address: 1398 Ridgewood Drive Chico CA 95973

Hours: 9:00am – 6:00pm

1. Call Center (positions available:6)

Volunteers needed to answer phone calls and text messages from deployed volunteers and people looking for new volunteering opportunities. Volunteer must be comfortable using cell phones for calls and text messages.

2. Scheduler (positions available:2)

Tasks include assigning vetted volunteers to community organizations, communicating with the organizations at least 2 times a day regarding the organizations changing needs. Must be able to use computer, preference with word and excel spreadsheets.

3. Processing new applications (positions available:1-2)

Tasks include assisting in interview of volunteer, take picture and process volunteers in office as they are being vetted. Volunteer must be comfortable using ipads for processing applications.

4. Notaries: (positions available:1-2)

Volunteers who are California Notaries to assist in filing out the California Jurat form for the Disaster Service worker processing. Assist with data entry, interviews and phone calls.

5. Data Entry: (positions available:1)

Tasks include assisting with keeping updated lists of volunteers, items to go onto state physical resources list and updated and sent daily to Cal Volunteer resource/donation management