



Job Description: Human Resources Director

Supervisor: Executive Director

Job Summary

The Administration Director is responsible for all HR tasks and volunteer management.

Responsibilities

Human Resources

- Identify staffing needs
- Staff recruitment (create job descriptions, post job listings, creating hiring processes)
- In-person staff and volunteer recruitment across community (ie: in-person presentations at CMU, High Schools, Service Clubs, publications, WorkForce Center, any/all identified)
- Organize new staff trainings and continuing education sessions both at the REC office and at program sites including: trainings for new hires, continuing education, identified skill needs, etc.
- Oversee onboarding and training of staff
- Oversee evaluations process and raises
- Maintain and update evaluation rubrics for all staff.
- Manage and assist employee issues as needed
- Review and approve Quickbooks Time and Time and Effort documents
- Coordinate Staff Appreciation
- Guide and support any Staff Improvement Plans
- Visit program sites (3x per week as time allows)
- Review and update HR Standard Operating Procedures, job descriptions, and other HR materials
- Review and update employee handbook
- Work with Program Director to identify staff needs at sites
- Other duties as assigned

Volunteer Management

- Recruitment
- Training
- Assignments
- Management
- Appreciation

Qualifications

- Bachelor's Degree, emphasis in Human Resources or three years HR experience
- Proficiency in Google Suite or ability to learn
- Strong leadership and organizational skills
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Effective oral and written communication skills

Position Details

- Full-time (40 hours a week)
- Salaried \$40,500+ based on qualifications and experience
- Monthly \$500 health stipend and \$25 Cell

- 10 paid holidays
- 1 week each scheduled PTO in December and July
- 2 weeks flexible PTO annually
- \$500/ month Health stipend and \$25/ month Phone Stipend
- Mileage reimbursement