

HUMAN RESOURCES REPRESENTATIVE - VOLUNTEER

OVERVIEW

As a Human Resources Representative with LCRC, this individual will report directly to the Executive Director and be responsible for recruitment, screen, interview, and assistance with placement of Mentor, Mentee and volunteer positions. The HR Representative will also be responsible for tasks related to monitoring program activities and assist the Executive Director and new volunteers, mentors and mentees with orientations, training, and provide updates on program related matters.

DUTIES/RESPONSIBILITIES

Human Resources Representative will be responsible for the following duties:

- Consult with the Executive Director and other volunteers to develop and implement recruitment plans for Mentors, Mentees, Board of Directors and Volunteer positions.
- Assist at planning meetings with LCRC alliances, strategic partners to enhance recruitment efforts and successfully recruit new Mentors, Mentees, Board of Directors and various Volunteer positions.
- Assist with coordinating and conducting interview Volunteer, Mentor Applicants about their experience, education, and job skills
- Assist the Executive Director at coordinating Mentee Intake Meetings with Mentee Applicants
- Contact references and coordinate or schedule activities related to performing Livescan background checks on Mentor and specified Volunteer applicants
- Provide ongoing communication to Mentor, Mentee, and volunteer applicants about job skills, duties, training requirements, and working conditions
- Assist the Executive Director and Program Coordinator at making final decisions for Volunteer, Mentor, and Mentee positions
- Assist the Executive Director and Program Coordinator with Volunteer and Mentor/Mentee orientation sessions
- Establish and maintain Confidential Mentor/Mentee and Volunteer files, records and process necessary program related documents
- Ability to attend workshops/seminars for professional development

DESIRABLE QUALIFICATIONS

It is LCRC's desire for the Human Resources Representative to be trained in all human resources disciplines and perform human resources related tasks throughout all areas of the non-profit organization. In addition to assisting with recruiting and appointing Volunteers, Mentors, Mentees, and if requested Board of Director positions, the Human Resources Representative will assist at guiding Volunteers through all human resources procedures and answer questions about program policies and procedures. Additionally, the HR Representative will be responsible for assisting the Executive Director, the LCRC Program Coordinator and other volunteers with any associated questions or problems, and focus on strategic planning and recruitment activities for Volunteers, Mentors, Mentees and Board of Directors positions.

The individual will also be responsible for assisting and ensuring that all human resources policies and procedures comply with federal, state and local regulations. Proficient with Microsoft, G Suite, Excel,

WORK HOURS: 2 to 4 hours per week. This schedule is subject to change due to the needs of LCRC.