



11.8.18

Job Description

HUMAN RESOURCE AND VOLUNTEER COORDINATOR

POSITION REPORTS TO

Director of Finance

POSITION SUMMARY

The HR & Volunteer Coordinator will work to assist the department with daily HR activities, as well as coordinate all recruitment and onboarding activities. The HR Coordinator will contribute to the attainment of specific goals and results of the HR department and the organization.

PRIMARY RESPONSIBILITIES

- ✓ Assists in the full hiring process of employees and volunteers: includes recruitment, interviews, verifying work history and references, and tracking of applicants and qualified candidates
- ✓ Develops and maintains relationships with college placement offices
- ✓ Attends career fairs to generate qualified applications
- ✓ Performs pre-employment screenings as required by the organization
- ✓ Assists with new-hire procedures in conjunction with outsourced HR firm: including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all necessary paperwork is properly filled out and submitted
- ✓ Acts as an employee liaison and the coordinator of training sessions and seminars as needed
- ✓ Establishes and enforces sound HR policies and procedures, including but not limited to evaluations and performance management
- ✓ Organizes, maintains, and updates employee information as needed
- ✓ Ensures all employee records are filed correctly and kept confidential
- ✓ Assists in educating employees on and enforcing company policies
- ✓ Maintain time reporting systems
- ✓ Collection of bi-weekly timesheets, verifying all payroll approvals have been obtained and finally the submission of bi-weekly payrolls.
- ✓ Assists in ad-hoc HR projects as required
- ✓ Produces and submit reports on general HR activity
- ✓ Additional duties as requested by management

QUALIFICATIONS

- ✓ A Bachelor's Degree in Human Resources Management or a similar field is required
- ✓ A passion for the Museum and its mission
- ✓ 1-3 years of proven experience as an HR coordinator or recruiter
- ✓ Strong ability to use MS Office
- ✓ Experience with HR databases and HRIS systems is preferred
- ✓ In-depth understanding of sourcing tools, like resume databases and online communities
- ✓ Outstanding communication and interpersonal skills
- ✓ Ability to handle data with confidentiality
- ✓ Strong organizational and time management skills

Please email cover letter, resume, salary requirements, and references to:

Meghan Ladolcetta at info@exploreandmore.org

Or please mail to:

Explore & More
300 Gleed Avenue
East Aurora NY 14052