



Position: Volunteer & HR Coordinator

Purpose: This position supports volunteer and employee recruitment, onboarding, recognition, celebration, and end-of-employment processes. The Volunteer & HR Coordinator reports to the Executive Director.

Qualifications: We are looking for someone with a bachelor's degree who has an interest in developing skills for a Human Resource career. A strong candidate for this position will have excellent people skills and be extremely organized and detail-oriented. They will be able to work effectively both independently and as a member of a team. They should also demonstrate cultural sensitivity and an ability to work with people from diverse cultural backgrounds. It is crucial to be able to maintain confidentiality, engage in respectful and collaborative problem solving, and show professionalism in interactions with others. We require that all employees pass a criminal history check and DMV check and be willing to work some evenings and weekends when needed. Comfort with learning computer systems and software is a huge plus. Although this position focuses on HR coordination rather than HR management, an interest in learning nonviolent communication and conflict resolution skills will make this position a good fit.

Support Volunteer & HR Needs

- Steers recruitment efforts for new staff and volunteers (updates job descriptions, posts openings on website, social media, and job posting boards. Coordinates applications and reference checks, etc.).
- Leads on-boarding, including orientation, background checks, and documentation for files.
- Coordinates and tracks volunteer and staff trainings (CPR, Food Handlers, Life Space Crisis Intervention, etc.).
- Assists with recognition efforts and celebrations.
- Aids with closure and end -of-employment/service processes.
- Does not lead, but supports conflict resolution processes.

Coordinate Volunteer Program

- Helps each volunteer identify the opportunity that best fits them .
- Completes documentation for each volunteer and maintains the volunteer database.
- Ensures that connections and relationships between Program Staff and Volunteers are positive and beneficial. Helps navigate program staff and volunteer dynamics when issues arise.
- Conducts regular check-ins with program staff and volunteers. Thanks volunteers often.

- Oversees volunteer Service Groups at various Jackson Street sites in collaboration with staff.
- Maintains volunteer handbook and procedure manual.
- Partners with development staff to steward volunteers as supporters.
- Provides support and volunteer data for licensing, federal site visits, and grant proposals or reports as needed.

HR Support

- Coordinates scheduling and communication for interviews.
- Handles logistics for new employees including preparation of workspaces, equipment, and system logins.
- Maintains employee contact lists.
- Provides technical assistance for staff using our online training and schedule systems;
- Works with Admin and Program staff to monitor IT network and phone system to assure that they are functioning properly and are up-to-date; works with IT and phone vendors to quickly resolve issues when they arise.
- Completes regular two-year and position-change background checks for staff and volunteers.
- Supports the Finance Director in timesheet and payroll processes, as well as tracking and expanding employee benefits.

Other

- Maintains a comprehensive understanding of organizational programs and needs.
- Attends relevant community meetings, staff meetings, and trainings.
- Acts as a positive spokesperson and advocate for RHY and the organization.

Salary is \$30,000 - \$34,000 based on experience. Position qualifies for Medical, Vision and Dental as well as the Oregon Saves program.

To apply send a cover letter, resume, at least 3 references (or reference letters), and any copies of required certifications to:

Ann Craig, Executive Director: ann.craig@jacksonstreet.org
or mail to PO Box 1984, Albany OR 97321 or PO Box 285, Corvallis OR 97339