

Human Resources Director

Job Description

The Friends of Sleeping Bear Dunes is an all-volunteer organization. Finding, training, rewarding, and retaining volunteers is critical to our success. The Human Resources Director is responsible for setting up the processes to facilitate a robust organization.

The duties of the Human Resources Director include:

- Work with the board of directors to identify and prioritize policies and procedures that should be developed, implemented, and maintained. Identify training required on existing policies and procedures.
- The Volunteer Recruitment Manager reports to the HR Director
- Work with Membership Services to expand our membership database to include volunteer interests and skills and keep this information up to date.
- Develop processes and policies to reward volunteers.
- Assure that appropriate training is provided to all volunteers.
- Assure that critical jobs have adequate back-up.
- Develop succession plans for all key positions.
- Work with the Nominating Committee and the board of directors to identify and nominate future board members and board officers.

Required Experience

Communication skills
Internet and database skills
MS Office skills

Required Training

Training will be done by Friends of Sleeping Bear Dunes

Time Commitment

Approximately 12 hours per week.