

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.
- Develop position descriptions for the various jobs created by the Chair and/ or the Board of Directors and develop procedures to assure that they stay current.
- The Volunteer Recruitment Manager reports to the HR Director
- Assure that critical jobs have adequate back-up.
- Assure that appropriate training is provided to all volunteers.
- 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.
- Develop processes and policies to reward volunteers.
- Work with Membership Services to expand our membership database to include volunteer interests and skills and keep this information up to date.

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.