

Human Resources Manager

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 and implemented. Review existing policies and procedures and identify any training required.
- Develop position descriptions for the various jobs created by the Chairperson 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 are filled and 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.

Required Experience

Experience in developing procedures and policies
Communication skills
Internet and database skills
MS Office skills

Required Training

Training will be done by Friends of Sleeping Bear Dunes

Time Commitment

Approximately 10 hours per week.