

Human Resources Co-Director

The successful candidate will sit on the Executive Board of Directors on UWSP and attend weekly board meetings, along with meetings with prospective volunteers, and other UWSP Working Group Directors as necessary. The HR Director is expected to support other Directors on UWSP with recruitment and help in the overall growth and success of the organization. This is an amazing role for any student interested in pursuing a career in Human Resources as this will provide the opportunity to apply strategic human resources knowledge learned in the classroom and apply it in real world situations. This position will provide a great experience where you can meet lots of new people, make new friends, and get involved on campus! The time commitment will vary each week, with more work at the beginning of the term from running orientation and finding new volunteers, and remaining as a point of contact throughout the term. Note that this is a volunteer position.

Roles and Responsibilities

- Provide orientation, training and related materials to volunteers
- Organize volunteer appreciation activities and events, gifts and honorariums throughout the term
- Act as a point of contact for volunteer grievances, concerns, complaints, and help resolve and mitigate issues accordingly
- Create and distribute evaluation surveys to solicit feedback from all members of the organization regarding their experiences and performance within UWSP
- Ensure ongoing recruitment, succession management and strategic Human Resources planning for UWSP
- Play an important role in creating, defining, refining UWSP's organizational structure

Expected Outcomes

- Retain motivated and active volunteers
- High satisfaction rating from volunteers regarding their volunteer experience
- Increased amount of volunteer appreciation events
- Growth and maintenance of a larger volunteer base
- Increased diversity among volunteers (culturally, education background, perspectives)
- Increased rate at which volunteers learn and adapt to their roles and functions in UWSP

Preferred Knowledge, Skills, and Abilities

- Excellent interpersonal skills
- Committed to excellence in customer service
- Positive, upbeat and can-do attitude
- Accessible and approachable
- Experience in event planning
- Experience in conflict management and resolution
- Ability to work under pressure and tight deadlines
- Strong knowledge in Strategic Human Resources Planning, Compensation, Organizational Behaviour, Personnel Selection, Training and Development