



HR/Staff & Volunteer Coordinator

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Human Resources
Reports To:	Human Resources Manager
Position Classification:	Employee
Length of Service:	2+ year commitment

POSTION SUMMARY

The HR/Staff & Volunteer Coordinators assist the Human Resources Manager with recruitment, making work assignments, coordinating employee and volunteer staff, orientations, integrating volunteers into the Village community, benefit plan administration, processing applications, conducting interviews, administering HR and Village processes, and legal compliance related to volunteer and employee staff management.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Staff Recruitment
 - Promote volunteer opportunities.
 - Communicate with persons requesting information and applications for staff positions.
 - Communicate with potential volunteer staff via mail, e-mail, telephone, in person, as needed.
 - Develop creative resources for recruiting staff, e.g. announcements, bulletin boards, presentations to schools, churches, reunions, Work Groups, etc.
 - Develop a Holden Angels program.
- Staff Selection
 - Correspond, in a timely manner, with all applicants and those making inquiries
 - Keep records in a well-organized, confidential filing space and retain them in compliance with Holden's Record Retention Policy.
 - Discern appropriateness of applicants for Holden staff and effectively communicate both acceptance and rejection of applications.
 - Select dates, process applications and create work assignments for Holden Works Weeks and Summer Family Work Option.
 - Make appropriate assignment of applicants to the job placements available.
 - Prepare files for screening and selection/job assignment

- Prepare the agenda and facilitate the staffing committee’s review of long-term applicants
 - Communicate, when needed, with managers and directors regarding short-term applicants and staffing needs.
- Relating to Staff
 - Provide staff orientation upon arrival and regularly scheduled check-ins to help with ongoing staff satisfaction and management of problems.
 - Facilitate and prepare for staff meetings and Long-Term departure
 - Coordinate regular staff socials in the summer.
 - In collaboration with the Executive Director(s), develop and implement annual staff training programs that reflect the strategies and goals of Holden.
 - Be available to Managers and area leads to assist in problem resolution with staff.
 - Provide a "listening ear" for any staff member needing someone to talk with and be equipped to refer staff to other resources in the Village.
- Benefits Administration
 - Administer various employee and stipend volunteer benefits programs, such as group health insurance, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), boat tickets, and assist in processing “out” days.
 - Conduct benefits orientations and explain benefits open-enrollment system. Ensure distribution of required employee and stipend volunteer notices. Update and distribute annual benefits “Frequently Asked Questions” information.
 - Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction.
 - Assist employees and stipend volunteers with health, dental, life and other related benefits claims.
 - Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
 - Administer COBRA.
 - Coordinate workers’ compensation claims with third-party administrator. Follow up on claims.
 - Assist Business Manager in completing benefits reporting requirements such as Affordable Care Act Form 1095.
- Other Administrative Duties
 - Develop and post the dish team and garbology schedules in timely fashion.
 - Take and post all staff pictures; at year-end be responsible to see that they are placed in a binder and stored in the museum.
 - Communicate with area supervisors regarding incoming staff.
 - Record/track staff "outs" and vacations.
 - Update website to reflect current and upcoming staffing needs.
 - Facilitate other volunteer opportunities, e.g. work groups, Holden angels, family option, work weeks.
 - Revise and update the HoldenStack turnover file annually.

KNOWLEDGE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- Strong financial, administrative and interpersonal skills.
- Excellent oral and written communications.

- Ability to relate to persons of all ages, gender, sexual orientation, ethnic, and religious backgrounds.
- Meticulous attention to detail with excellent organizational and record keeping skills.
- Ability to grasp the needs of the Village and find ways to best meet those needs in light of the capabilities and limitations of staff and applicants.
- Knowledgeable of the operation, program, and ministry of Holden Village in order to make appropriate selection of staff and to orient new staff to the Village.
- Experience and skills in problem solving and the capacity for conflict resolution with a wide variety of personalities.
- Ability to handle staff situations with utmost sensitivity and confidentiality and to recognize when it is appropriate to make referrals.
- Strong database, spreadsheet and word processing skills preferred.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months and 1-year on staff.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As an Employee, you are eligible for the following compensation and benefits:

- \$1650/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 42 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!