

<b>Job Title</b>	<b>Director of People</b>
<b>Employment Status</b>	Full-time (40 hours per week), exempt
<b>Reports to</b>	Executive Director
<b>Annual Salary</b>	\$50,000
<b>Benefits</b>	Health Insurance, Paid Holidays, Paid Vacation, Sick Days
<b>Key Accountabilities</b>	<ol style="list-style-type: none"> <li><b>1. Assist in creating a culture</b> that reflects LiftUp’s values and mission, and delivers an exceptional employee and volunteer experience.</li> <li><b>2. Recruit and oversee the hiring and retention of top talent</b> for staff positions.</li> <li><b>3. Recruit and retain volunteers</b>, including exploration of new volunteer sources.</li> <li><b>4. Lead in providing effective communications</b> with staff and volunteers, including coordinating activities and events.</li> <li><b>5. Oversee the on-boarding, training and development</b> of staff and volunteers.</li> </ol>
<b>General Description of Position</b>	<p><b>DIRECTOR OF PEOPLE:</b></p> <p>Under the supervision of the Executive Director, the Director of People develops, maintains and administers human resource management programs for staff and volunteers that encompass EEO, recruitment, selection, recognition, on-boarding, training and development, employee and volunteer relations, and assists with compensation administration as needed. Also administers policies relating to all phases of human resources and volunteer activity by performing the following duties.</p>
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Collaborates regularly with the Executive Director, LiftUp Leadership Team and Board Committees to ensure consistency in LiftUp’s culture and strategic direction.</li> <li>• Attends monthly staff meetings, weekly and other management and leadership team meetings and participates in trainings as needed and required.</li> <li>• Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.</li> <li>• Consults with Director of Retail and Community Support and Executive Director to determine hiring needs and performs recruitment including advertising (in consultation with the Director of Marketing and Development), preparing interviewing questions, and assessing applicants.</li> <li>• Assists with interviewing and assessing applicants to fill vacant staff positions.</li> <li>• Conducts background checks for all new staff and volunteers.</li> <li>• Plans and conducts new employee orientation to foster positive attitude toward company goals and mission.</li> <li>• Maintains employee personnel files.</li> <li>• Coordinates management training in interviewing, hiring, performance documentation, terminations, promotions, performance review, safety, sexual harassment, coaching and other employment-related areas as needed.</li> <li>• Attend to employee and volunteer relations issues.</li> <li>• Advises management in appropriate resolution of employee relations issues.</li> <li>• Responds to inquiries regarding employee and volunteer policies, procedures, and programs.</li> <li>• Assists with performance review program to ensure effectiveness, compliance, and equity within organization.</li> <li>• Plans and participates in employee recognition, including birthday and workplace anniversary recognition, and other recognition.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assists Director of Finance as requested with salary administration program to ensure compliance and equity within organization.</li> <li>• Reviews, and completes wage and other employee-related surveys within labor market to advise Executive Director on competitive salary ranges.</li> <li>• Collaborates with Executive Director and Director of Finance on employee wages budgeting needs.</li> <li>• Collaborates with Director of Finance on volunteerism budgeting needs</li> <li>• Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.</li> <li>• Prepares reports and recommends procedures to reduce absenteeism and turnover.</li> <li>• Represents organization at personnel-related hearings and investigations.</li> <li>• Facilitates the incoming volunteer process in a timely manner (application, interview, orientation, training, etc.).</li> <li>• Directs volunteers to the Director of the Department(s) or Manager (if appropriate) of the volunteers' choice for further scheduling and involvement.</li> <li>• Collaborate with Director of Development and Marketing to advise of needed newspaper notices and radio PSA's and other public communications to publicize volunteer opportunities.</li> <li>• Acts as a community liaison, seeking volunteer recruitment opportunities and connecting with other local organizations.</li> <li>• Recruits new volunteers and attends recruiting events within Routt County.</li> <li>• Works with Directors, Managers and Staff to assess volunteer needs, and to provide coordination and scheduling.</li> <li>• Ensure adequate number of volunteers is maintained for LiftUp operations and events.</li> <li>• Maintains accurate volunteer records.</li> <li>• Acts as resource for current volunteers, providing ongoing support and providing pertinent information and helping to resolve issues as needed.</li> <li>• Plans and participates in volunteer recognition, including annual appreciation dinner and birthday cards.</li> <li>• Performs exit interviews to gain insight &amp; feedback from departing volunteers.</li> <li>• Maintains and administers volunteer policies and procedures.</li> <li>• Responds to daily needs while staying on track with tasks.</li> <li>• Evaluates all aspects of volunteer program to ensure effectiveness.</li> <li>• Develops and maintains relationships with other volunteer organizations within the area.</li> <li>• Facilitates distribution of information relevant to volunteers.</li> <li>• Creates and distributes volunteer newsletter, while collaborating with Director of Marketing and Development to ensure brand consistency.</li> <li>• Participates in Volunteerism Committee.</li> <li>• Other duties as assigned by the Executive Director.</li> </ul>
<p>Minimum Requirements</p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Human Resources or related field preferred; but equivalent work experience will be considered.</li> <li>• Certification as Senior Professional in Human Resources desired, but not required.</li> <li>• Ability to speak Spanish preferred</li> <li>• Excellent interpersonal and communication skills and ability to maintain confidentiality.</li> <li>• Ability to work comfortably with people from various socio-economic, racial, and cultural backgrounds.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Ability to define problems, collect data, establish facts and draw valid conclusions.</li><li>• Ability to meet deadlines and multi-task in a fast-paced environment.</li><li>• Proficiency with Microsoft Office Suite.</li><li>• Valid Colorado driver's license.</li><li>• Ability to satisfactorily pass background check.</li></ul> |
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September, 2019