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| **Indiana Historical Society** **Job Description** October 2020  | We Do History - BLANK - Blue 293 - Black - RGB |

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| **Job Title:** | Coordinator, Volunteer Services and Human Resources |
| **Department:** | Human Resources |
| **Reporting Relationship:** | Director, Human Resources |
| **Employees Supervised:** | Volunteers |
| **Full/part time:** | Full Time |
| **FLSA Status:** | Exempt  |

**POSITION PURPOSE:**

This position is responsible for the overall coordination of the Volunteer Program that serves all departments of the Indiana Historical Society (IHS). This position also assists the Director, Human Resources with general HR support for IHS staff and interns.

**ESSENTIAL FUNCTIONS:**

1. Prepare and maintain job descriptions, records, and volunteer handbook for each volunteer position.
2. Recruit and orient all volunteers, provide ongoing training as needed.
3. Coordinate, schedule, and distribute volunteer assignments for special events and programs as requested.
4. Develop and implement communication for volunteers.
5. Plan and implement all volunteer and staff recognition and appreciation efforts
6. Serve as IHS liaison with any external institutions regarding volunteer opportunities and internships.
7. Assist with IHS staff and intern recruitment, selection, and retention.
8. Facilitate new employee orientation and onboarding
9. Assist with maintaining all HR files.
10. Perform other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:**

1. Ability to practice discretion and maintain confidentiality.
2. Complex problem solving skills in order to develop and implement solutions.
3. Self-starter
4. Goal oriented, with ability to think strategically as well as entrepreneurially.
5. Ability to provide information in a clear and concise manner.
6. Excellent communication skills, ability to communicate to diverse audiences

**PHYSICAL REQUIREMENTS:**

Standing – Ability to stand for prolonged periods of time

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

**QUALIFICATIONS:**

High School diploma or equivalent and/or three years work experience

**PAY & BENEFITS**

The salary will be commensurate with experience and skills. IHS offers an excellent benefits package, including health, dental, vision, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.