

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 Senior Director, Human Resources with general HR support for IHS staff and interns.

ESSENTIAL FUNCTIONS:

1. Prepare and maintain job descriptions, records, policies, schedules and assignments for all volunteers.
2. Recruit and orient all volunteers, provide ongoing training as needed.
3. Plan and implement all volunteer and staff recognition and appreciation efforts
4. Serve as IHS liaison with any external institutions regarding volunteer opportunities and internships.
5. Assist with IHS staff and intern recruitment, selection, and retention.
6. Facilitate new employee orientation and onboarding
7. Serve as backup support to for HR administrative functions as needed.
8. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Ability to practice discretion and maintain confidentiality.
2. Comfort utilizing technology and willingness to learn new systems.
3. Complex problem-solving skills in order to develop and implement solutions.
4. Self-starter.
5. 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

COMPENSATION

IHS offers an excellent compensation 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. Salary will be reviewed during the interview process.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at hr@indianahistory.org. Applications will be accepted until the position is filled.