



## **POSITION DESCRIPTIONS**

CONTRACTOR: WOODCRAFT RANGERS

POSITION TITLE: HR ADMIN TRAINER/RECRUITER

### **THE ORGANIZATION**

Woodcraft Rangers is a non-profit youth organization serving the Los Angeles area for the past +90 years. Woodcraft Rangers helps children and youth become happy, productive adults able to make good decisions through camping, youth groups and other activities. Our overall goal is to reduce unproductive uses of leisure time, increase positive educational/cultural/recreational activities, and to enhance the attachment of parents and youth to school as a support system.

### **SUMMARY OF DUTIES & RESPONSIBILITIES**

The **HR Trainer/Recruiter** is tasked with providing on boarding training for all new hires, which includes administering the weekly Proficiency Testing, scheduling interviews, contacting new hires to schedule on boarding trainings. This position is also be responsible for the full cycle of the recruitment process for all departments, including creating and maintaining a Volunteer/Intern program.

#### **External Program Operations (100%)**

#### **ESSENTIAL DUTIES – HR TRAINER FUNCTIONS**

- Design, plan, organize and maintain all (job related) new hire and ongoing training materials. This includes leading the efforts to develop training procedure manuals, guides, and/or course materials, such as handouts or visual materials.
- Administer the Proficiency Testing to pre-qualify candidates for the site level positions.
- Facilitate the onboarding process for all new hires as part of new hire training.
- Monitor, audit, and ensure compliance on all new hire paperwork for accuracy.
- Conduct CPR Trainings for all new and existing employees.
- Partner with the Leadership Team to roll out new professional development workshops.
- Partner with each department Director/Manager to identify and maintain a list of trainings to support the building and maintaining of all new hire and ongoing training materials.

#### **ESSENTIAL DUTIES – HR RECRUITER FUNCTIONS**

- Develops and executes strategic recruitment and volunteer plans. Ensures openings are filled in a timely manner.
- Uses independent judgement and discretion to work with hiring managers to develop recruitment plans for open and planned positions.
- Posts openings in appropriate venues and constantly researching the best venues to post positions.
- Works proactively with Managers to maintain a pool of qualified applicants for high-turnover and frequently needed positions.
- Conducts regular follow-up with managers to determine the effectiveness of the recruiting plans and implementation.
- Administers the Applicant Tracking portion of the HRIS.



- Manages the pre-employment process, which includes sending out new hire paperwork and scheduling the new hire training.
- Attend Job Fairs as requested
- Participates in HR events, special projects, and performs all other duties as assigned.

**EDUCATION**

- Bachelor’s Degree preferred or equivalent related business experience required

**EXPERIENCE/ABILITIES**

- 1-3 years’ experience as a member of a human resources team
- Minimum 1 year prior training experience
- 1-3 years recruitment experience
- Possess a First Aid/AED/CPR Instructor Training Certificate, a plus
- Excellent interpersonal and communication skills (both written and verbal), excellent follow-up, and great attention to detail.
- Curriculum development skills leveraging adult learning principles, a plus
- Must be able to multitask and prioritize workload, effectively managing conflicting priorities on a daily basis, move fast.
- Strong technical skills in the use of HR systems, MS office and other tools, excel proficient.
- A team-oriented nature, ability to work with all levels of staff and Directors.
- The ability to remain engaged throughout the hiring and onboarding of new hires.
- Demonstrates sensitivity to deadlines and commitments. Adapts to changes in business, job and requirement, systems, procedures, tools, team members and methods.-
- Superior analytical and critical thinking skills
- Possess a high level of integrity – must show good judgment and confidentiality at all times.
- Show a high level of professionalism within the work place.
- Physical guidelines include ability to lift up to 25 pounds; stand/walk for up to eight hours/day, bend, stoop, twist. Must be able to work at computer for up to eight/hours day.

**NAME & TITLE OF SUPERVISOR**

Director of Human Resources

*The statements contained herein reflect general details as necessary to describe the principal functions of this position. The level of knowledge and skills typically required and the scope of responsibilities should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief, and emergency situations. This job description does not constitute and employment agreement between Woodcraft Rangers and the employee and is subject to change as the needs of Woodcraft Rangers and the requirements of the job change.*

Date: \_\_\_\_\_

Employee’s Name: \_\_\_\_\_  
(print)

Employee’s Signature: \_\_\_\_\_