



You'll feel better inside.

Benefits

- *Competitive salary benchmarked across industries*
- *We pay your Medical, Dental, Life, Long-term Disability, and AD&D insurance premiums*
- *Voluntary life, Accident, Cancer, Critical Illness, and Vision benefits available*
- *403(b) with employer match*
- *Gym on-site*
- *Thoughtful, collaborative work environment*
- *Opportunity to make a difference in the lives of people impacted by cancer*

At Wellness House, we are always looking for smart, dedicated experts who believe in a psychosocial approach. A career with Wellness House is a chance to make a difference in the lives of those impacted by cancer with your unique experience and talents.

We provide professional development resources for all staff members and offer opportunities for growth, feedback and team building throughout the year. We value direct communication, a mindful approach and work/life balance. And, from book clubs to staff retreats, we make sure to give our staff a chance to connect.

Position: Human Resource and Volunteer Manager

Supervised By: Finance and Operations Director

Supervises: Volunteers and interns

Status: Fulltime, Exempt, Full time

Summary of Position:

The HR and Volunteer Manager is a member of the Leadership Team and handles day-to-day HR of Wellness House, a nonprofit with 30 full-and part-time staff members. The position is responsible for developing and implementing HR policies, training and development programs, maintaining strong employee relations, and administering benefits. The Manager is responsible for all volunteer marketing, recruitment, training, stewardship and recognition programs for WH. WH currently has over 200 active volunteers working at two sites.

RESPONSIBILITIES:

Human Resources (60%)

-Implement human resources including talent acquisition, HR processing, compensation, benefit administration, training and development, staff recognition, records management, safety and health, succession planning, employee relations and retention, labor relations, and completion of personnel transactions

-Coordinate the hiring, orientation, evaluation and termination process for staff, independent contractors, temporary staff, and interns

-Improve manager and employee performance by identifying and clarifying problems, evaluate potential solutions, implement solutions, coach and counsel managers and employees

-Oversee the annual performance review process, working with managers on feedback and employees on goal setting

-Consulting with the Executive Director, develop staff meeting agendas, lead staff meetings and leadership meetings

- Plan staff retreats and other events for staff to connect

- Lead development of annual staff in-service day. Coordinate and support other professional development opportunities

-Serve on the safety committee and, with facility team, ensure safety and comfort of staff

-Serve as a member of the Leadership Team. Maintain knowledge of WH's programs

-Update and implement Personnel Policies Manual and procedures. Provide orientation to policies and procedures to new employees and supervisors. Ensure that personnel policies are followed

-Ensure that insurance and benefits are paid and competitive. Serve as primary contact with insurance broker and outside HR vendors. Work to ensure that the insurance and other benefit programs run smoothly for employees

-Initiate and maintain new systems that will improve management of HR

-Respond quickly and accurately to employee's questions and concerns about performance, benefits, records, and relationships

-Ensure that WH is compliant with HR and legal regulations, consult with legal counsel, when needed

-Ensure that organizational chart and job descriptions are updated

-Ensure that personnel records are properly maintained. Process all necessary HR forms. Prepare HR reports by collecting, analyzing, and summarizing and data

Volunteer Management (Approximately 40% of the position)

- Lead staff in determining the necessary skills and experiences WH needs in the volunteer corps
- Develop annual volunteer recruitment plan for large events and proactively recruit volunteers
- Develop, conduct and evaluate year-round volunteer recruitment activities including public speaking, participation in volunteer events, media presentations and other activities
- Develop volunteer marketing materials in support of recruitment efforts
- Identify target audiences for expanded volunteer recruitment including, but not limited to, corporations, high school and college students, retired professionals and community organizations and churches
- Develop and implement screening and technical support mechanisms to build skills levels of volunteers and to identify volunteers who fail to meet minimum standards
- Develop and lead orientation sessions for all regular volunteers ensuring that sessions reflect the most current services of Wellness House and that volunteers understand the mission and values of Wellness house
- Develop and conduct ongoing support and recognition efforts to ensure high retention of all volunteers; oversee all volunteer recognition events
- Manage volunteer database to monitor volunteer attendance and assure deployment of sufficient volunteers at all sites. Develop and implement processes and systems for filling staff requests for volunteers (utilizing task request manager, volunteer request forms, databases, etc.), responding in a timely manner
- Provide guidance to staff on volunteer issues related to performance and ensure that disciplinary protocols are adhered to
- Develop and produce reports on volunteers, from initial interest to placement

Other

- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Perform general office tasks and other duties as assigned
- Attendance at Meetings Required:

All Staff meetings (monthly)

Departmental team meetings (semi-monthly)

Leadership Team meetings (monthly)

-Attendance at Events Required:

Annual Walk (a work assignment will be given)

3 program events annually (usually an evening or Saturday. A work assignment will be given)

Qualifications:

-Bachelor's degree in human resources management (or the equivalent with significant course work in HR management and professional HR experience) may be considered.

-Membership in SHRM required. Certification as PHR is required (or expected within 6-12 months of employment)

-Minimum of four years of experience managing human resources required

-Nonprofit experience preferred

-Experience managing a volunteer program required

-Knowledge of current Illinois and Federal labor law required

-Detail-oriented, organizational skills, time management skills and the ability to learn new task quickly, excellent verbal and written communication skills

-Strong interpersonal, supervisory and customer service skills required

-Must be well organized, able to multi-task, work under pressure and meet deadlines, ability to problem-solve and prioritize

-Able to work independently and as part of a team and take on new tasks with high level of difficulty

-Must be PC proficient. Must have strong experience with databases, Excel and Word

-Position requires frequent and regular computer and phone use and employee is regularly required to use hands and talk and hear. Position requires occasional ability to lift 30 pounds. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.

-Wellness House requires all staff to be vaccinated against COVID-19, subject to limited exceptions.

Wellness House is an EOE.