

MERIDIAN LIBRARY DISTRICT

Recruitment Coordinator



Position Summary

The Recruitment Coordinator uses a friendly, customer service oriented approach to responsibly planning, organizing and directing the Volunteer Program with the Meridian Library District. The Recruitment Coordinator works closely with staff and administration on a district-wide level to plan, place, train, and recognize volunteers, staff, and academic interns within the District. The Recruitment Coordinator works to administer and facilitate accurate retention of a variety of HR, volunteer, and organizational records for the District. This position is responsible for a range of human resource activities. Works under the direction of the HR Manager.

Duties and Responsibilities

Essential

Recruitment

The Recruitment Coordinator assists with recruitment and hiring activities for volunteers and applicants; such as posting positions, pre-screening applications, conducting phone screens, conducting reference checks, and conducting background checks in a timely manner. Facilitates and participates in interviews. Coordinates and administers employee new hire orientation, onboarding, and benefit paperwork. Works to ensure onboarding coordination with Systems Administrator, Administrative Assistant, managers, and supervisors for smooth onboarding processes and schedule coordination.

Assesses all candidate skills, interests, availability and reliability for best placement. Organizes and manages staff requests for volunteer or intern assistance, including writing opportunity descriptions for new volunteer positions. Monitors volunteer activities and tasks in conjunction with library staff duties to prevent cross-over and optimize volunteer contribution to library work.

Develops and implements volunteer involvement programs for the District, including recognition, orientation, training, and retention. Maintains volunteer schedules, coordinates with supervision to assign onsite staff liaisons as needed. Evaluates a volunteer engagement plan for the District that includes a clear vision on how to best utilize volunteer services.

Employee Records

Maintains, updates, and evaluates employee and volunteer data and information in the HRIS or VMIS systems in a timely and accurate manner. Tracks status of organizational data extraction through detailed and precise progression and documentation practices. Ensures digital and physical files are properly maintained, organized, and purged according to the Records Retention schedule. Reports discrepancies to the HR Manager. Maintains the confidentiality and privacy of employee data and information. Works closely with the Executive Assistant to record accurate Board of Trustee volunteer hours. Manages the volunteer program budget line under the District Program Budget. Assists with system terminations, preparation of new employee, intern, and volunteer files, and accuracy of recruitment records. Tracks status of candidates in HRIS and VMIS systems, responds with timely follow-up letters and calls as needed.

Organization and Policies

Develops and manages the volunteer experience and standards of service across the District. Provides recommendations, coaching, and support to library staff, managers, and supervisors working with and alongside volunteers, ensuring volunteers receive appropriate training and support for specific tasks in accordance with the Volunteer Policy and program procedures. Acts as a liaison between staff and volunteers in many matters, including addressing performance or attendance concerns, concluding a volunteer's service, and resolving/navigating conflicts in a compassionate and kind manner.

Marginal

Works closely with the HR Manager as the tertiary backup to ensure compliance with Local, State, and Federal regulatory retention requirements including, but not limited to, I-9s, FLSA, ADAAA, FMLA, Title VII, ACA, employee discipline, etc. This position requires some knowledge of human resources, personnel practices, and State and Federal employment regulation. This position requires good judgment and discretion. The incumbent must possess a high level of confidentiality, organization, and decision-making. Must be able to handle stressful and negative situations and find positive resolution.

The Recruitment Coordinator consults with the HR Coordinator and HR Manager on administrative duties within the HR department and refers complex issues to the HR Manager. Maintains disciplinary and performance records, adhering to records retention schedule. May occasionally work as the tertiary backup for payroll processing.

Develops communications tactics to help keep volunteers and staff informed. Attends staff meetings to stay informed about upcoming volunteer opportunities as needed. Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, coworkers, managers, and employees. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Experience providing support, coaching, mentoring, or leadership to other individuals or groups. Experience working with Volunteer Management Systems or similar schedule or record-keeping softwares.

Proficient with standard office applications (including Microsoft Office and Google applications). The incumbent must possess the ability to work with a variety of HRIS systems and be capable of learning and adjusting to the use of various systems. Proficient in the use of videoconferencing software. Understands the role of technology in providing library services and proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

This position requires managing multiple needs and priorities. Must be responsible, self-motivated, flexible and willing to adapt styles to effectively meet the needs of the district. Has a positive and enthusiastic approach to change and shows a curiosity and willingness to try new ideas. Proficient in principles of project management. Able to oversee large scale projects and effectively manage time. Demonstrated commitment to diversity, equity, and inclusion.

Experience: 1-2 years of Human Resource experience or equivalent combination of education, training and experience.

Education: Associate's degree in Human Resources, Business, or equivalent combination of education or experience.

Training, Licenses, or Certifications: None

Supervisory Responsibility: This position oversees the entire volunteer force and has no direct staff supervisory responsibilities, but operates in a minor leadership role to staff across the District.

Preferred Qualifications: Degree in Human Resources, Business Administration, Public Administration or related degree. Prefer some experience performing a variety of HR activities, including payroll processing. Bilingual, preferably Spanish-English, or other languages preferred.

Working Conditions

Physical Requirements: The job requires the employee to sit (constantly); seldom stand, stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly; perform manual dexterity movements; stoop/bend and walk; seldom sit, kneel, crawl, and balance; and constantly see. The job also requires the employee to occasionally lift up to 10-25 lbs.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical sorting, and perform basic math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, email, video conferencing tools, and cloud environment (Google Suite), HRIS systems, and the internet. The job requires the employee to operate and troubleshoot general office equipment.

Work Environment: The job requires the employee to be subjected to repetition, work alone, work remotely, work around others, have verbal contact with others, work with vendors or community partners, have face-to-face contact, be subject to inside and occasionally outside environments.

Expected Hours of Work: The job requires the employee to work a daytime schedule and may occasionally work in the evenings or on weekends (Saturday and Sunday). Position schedule is subject to change at any time.

Expected travel: Some travel between locations may be required.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.