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Human Resources Manager

For Immediate Posting - 01/03/2017

The New York-New Jersey Trail Conference is seeking qualified applications to fill the position of Human Resources Manager. The Trail Conference integrates a unique work force of paid and unpaid staff to accomplish its mission. We are looking to fill this key position of Human Resources Manager which will oversee the organization's efforts to sustain a satisfying and productive work environment for our paid staff (22), part-time/seasonal workers (40), and volunteers (1,700).

Trail Conference volunteers are essential to the organization's success. Over the past two years, our volunteers have donated almost 200,000 hours of service to the organization. The Human Resources Manager will build upon past volunteer successes to help us address the outdoor access and recreational ecology issues in northern New Jersey and southeastern New York. The position will be responsible for strengthening existing volunteer programs and building new ones.

The Human Resources Manager will develop and sustain the Trail Conference's human resources by planning, implementing, and evaluating staff and volunteer relations, human resource policies, programs, and practices.

This person filling this position will recruit community leaders and mobilize thousands of volunteers to strengthen the capacity of the organization. They will directly support the planning and execution of our recurring volunteer programs. The Human Resources Manager will work closely with the Deputy Executive Director to support the strategic planning and operational management, and execution of programs that engage staff and volunteers to accomplish the organization's mission.

Qualifications

- Professional experience with volunteer leaders and volunteer management plans/systems
- Professional experience with Human Resource Management
- Understanding of federal and state employment law
- A high appreciation for people and demonstrated ability to recruit, train, and manage volunteers
- Excellent written and verbal skills including the ability to understand and deliver clear instructions
- Customer Relations Management (CRM) experience

Responsibilities

- Maintains the work structure by updating job requirements and job descriptions for all positions (paid and unpaid), ensuring compliance with labor laws where applicable.
- Maintains organization staff and volunteers by establishing a recruiting, screening, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares staff and volunteers for assignments by establishing and conducting orientation and training programs.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends and recommends benefit programs to management.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records.

- Develop and execute community outreach strategies to recruit and engage a diverse population in volunteer service.
- Plan and manage daily, weekly, monthly, quarterly, and annual volunteer recognition systems.
- Conduct ongoing research that provides actionable and insightful information to support the need of our work.
- Gather and analyze data using our CRM system to help complete all reports and administrative support.

Supervision and Work Environment

The Human Resources Manager is under the direct supervision of the Deputy Executive Director; however he or she is expected to prioritize his or her work to meet the day-to-day demands and ongoing assignments. Volunteer projects and trainings take place before and after work, and on weekends, occasional work on evenings and weekends is required

Application

To apply, please submit all of the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org Subject line: HR Manager: "Your Last Name"

1. Cover letter addressing your volunteer management as well as human resource experience
2. Resume
3. Contact information for three professional references
4. Your salary requirements or history

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. **No Calls Please.** Check the <https://www.nynjtc.org/job-openings> to determine if the position is filled.