

Position Description

Title: **Human Resources Manager & Volunteer Coordinator**

Division: Finance/Admin

Classification: Salaried, regular full-time exempt

Reports To: Chief Financial & Operating Officer

Supervises: Volunteers

High Desert Museum – Organization Description

Since opening in 1982, THE HIGH DESERT MUSEUM has brought together wildlife, culture, art and natural resources to promote an understanding of the natural and cultural heritage of North America's High Desert country. We do so through indoor and outdoor exhibits, wildlife in natural habitats, living history demonstrations and dynamic programs on a beautiful, 135-acre campus in the pine forest. The Museum is a nonprofit organization accredited by the American Alliance of Museums, was a 2018 National Medal for Museum and Library Sciences finalist and is a Smithsonian Affiliate. During the 2018-19 fiscal year, 195,000 visitors enjoyed the Museum.

The Museum is located in Bend, Oregon, a fast-growing, charismatic city nestled against the Cascade Range at the edge of the High Desert. We strive to be inclusive, culturally humble, relevant, curious and mindful. As a team, we work together to wildly excite and responsibly teach, creating connection to and dialogue about the High Desert.

Job Summary – Human Resources Manager & Volunteer Coordinator

The HR Manager and Volunteer Coordinator is responsible for managing all Museum employee relations and volunteer programs. She/he administers all human resource policies and programs, including compliance with relevant state and federal regulations and reporting requirements, and monitors the Museum performance evaluation program. Using an understanding of DEAI theory and practice, this position collaborates to develop, implement and monitor the initiative that supports a diverse, inclusive, accessible, and equitable museum.

Preferred Qualifications

The successful candidate will demonstrate a commitment to excellence, innovation, integrity and teamwork. Other critical areas of evaluation will include:

- Bachelor's degree in related field from accredited college or university; or equivalent combination of education and experience
- Minimum of five (5) years' experience in human resources
- Prior experience in volunteer management
- Superior listening, communication coaching and leadership skills
- Ability to read, analyze, and interpret complex documents
- Effective at building productive working relationships among and between individuals and groups with diverse goals, talents, and personalities
- Must be tactful, mature, and flexible
- Demonstrated ability to use judgment and discretion in confidential matters and to respond effectively to sensitive inquiries and complaints
- Ability to work independently and prioritize tasks; have some flexibility in workdays and/or hours
- Effective at identifying professional development needs

Responsibilities and Tasks

1. Provide guidance and counsel to the Executive Director and senior staff regarding organizational transformation and development, including strategic employee and volunteer issues, compensation and succession planning, and effective use of the evaluation program
2. Facilitate increased communication and collaboration among and between senior staff, managers, employees, and volunteers
3. Provide coaching and professional growth opportunities to ensure the highest levels of employee productivity, job satisfaction, and morale
4. Creatively design and implement effective methods to educate and enhance performance; bring relevance and best practices to manager meetings through topics such as employee supervision or managing workloads
5. Drive increased understanding and action in the museum's DEAI work towards more inclusive and accessible, systemic and sustainable programs, policies, and structures
6. Create and maintain a vibrant and robust volunteer program through trainings, communication, meetings and appreciation activities
7. Formulate and recommend human resource goals, policies, and procedures; maintains accurate personnel files, performance evaluations, job descriptions, compensation plans, and other sensitive documentation
8. Maintain a current working knowledge of all state and federal wage and hour and civil rights laws
9. Ensure that employee and volunteer handbooks are complete and current
10. Conduct new employee and volunteer orientation and exit interviews; complete required paperwork and distribution or collection of Museum property
11. Develop and administer the HR and volunteer program budgets
12. Work with managers to determine disciplinary actions and terminations
13. Oversee the recruiting, interviewing, and hiring process of all new staff
14. Serve as primary liaison with health insurance broker and healthcare providers regarding employee insurance options and educates staff on all available benefits
15. Investigate incidents and prepare reports for insurance carrier. Coordinate safety committee meetings, update Safety, Security and Preparedness Plan, and act as Museum Emergency Preparedness Manager and Response Coordinator
16. Manage sensitive and confidential information to protect employees' privacy
17. Embrace, support and help implement the Museum's continued learning and commitment to diversity, equity, accessibility and inclusion
18. Execute other duties as assigned as needed to help abide by the Museum's values, drive our vision and fulfill our mission

The Museum provides an equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law. I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date

Please send resume and cover letter to the High Desert Museum
jobs@highdesertmuseum.org
<http://highdesertmuseum.org/job-opportunities>