

NCTTA

Job Title: Human Resource Director	
Department: Executive Board	
Revision Date: 5/8/12	

Position Overview

The Human Resource Director will pro-actively anticipate volunteer and staff requirements to devise an appropriate recruiting strategy, and supervise volunteer recruitment and also work towards fostering high retention amongst volunteers and staff, providing support and mentoring as needed. As a member of the executive board for the Human Resource Director will participate in short and long term decisions making to accomplish organizational goals.

Essential Job Functions

- Help draft and maintain up-to-date job descriptions, and help coordinate elections when applicable.
- Facilitate special projects regarding alumni developmental efforts.
- Supervise or take a key role in staff and volunteer review and evaluation procedures.
- Design and help provide adequate training for new people joining NCTTA.
- Deal with administrative procedures with respect to staff and volunteers such as securing ethical contracts and “on-boarding” new people.

Non-essential Job Functions

- Organizational spokesperson

Requirements

- At least 2 years of athletic non-profit organizational experience.
- Volunteered or served on committee within NCTTA for at least one year
- Basic knowledge of Microsoft Office.
- Be able to communicate effectively both oral and written.
- Must be able to have access to a computer so that you can check e-mail once every 24 hrs.
- Be able to travel on organizational business, given enough preparation time.

Other Skills/Abilities

- Common knowledge of contracts and or agreements.
- Be able to read, translate, and create organizational bylaws.
- Experience in fundraising is a bonus.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.