

Human Resource Manager

Position Description

About Barsema's Closet

Barsema's Closet is a non-profit organization that operates under Northern Illinois University. We provide NIU students with affordable business clothing that they need in order to help advance their professional development. Located in room 307 of Barsema Hall, the store provides easy access to the clothing that they can pick up on a set schedule set by the current team. Barsema's Closet operates on a donation based business plan. Donations include clothing, supplies, monetary, or time donations and frequently come from alumni and students but also come from faculty, staff, parents of students, and community members. We exist based on our mission: *To support students by providing them with affordable and easily accessible business clothing that they need to succeed through their professional development.*

Description of Position

The position of the HR manager is to manage all things related to volunteers. They will schedule the volunteer events, recruit volunteers, and manage volunteers during events. This position is very important to maintain the image of Barsema's Closet with the volunteers and ensure that the mission is being upheld by all volunteers. The HR manager should be available for each store opening.

Responsibilities

- Schedule volunteer events
- Recruit volunteers
- Send out reminders on the volunteering events
- Manage volunteers during events
- Work closely with the passport office
- Meet with the rest of the management team to assist in reaching goals
- Recruits future managers to replace ones that graduate

Qualifications

- Preferred Major or Minor: Management
- Enjoys working with people
- Experience or interest in managing individuals
- Strong organizational skills

Time Commitment

This position will require an approximate time commitment of 7 hrs/week but shall not exceed 10 hrs/week.