

## Recruiting/Personnel Support

Start Date: Immediate

Reports to: Personnel Director

Salary: Hourly

Job Description:

We are looking for a younger individual with organizational, communication, and strong interpersonal skills to assist us in recruiting over 350 staff for our ministry needs.

### Primary Responsibilities

#### Recruiting

- Assist Personnel Director in overseeing Summer Staff & May Staff recruitment, of over 350 individuals.
- Planning and implementing recruiting strategy from September – May.
- Oversee yearly recruiting budget.
- Promotes CAMP-of-the-WOODS to prospective applicants; including, but not limited to traveling to colleges, etc., meeting with students one-on-one, and manning informational tables; and, builds, renews, and establishes relationships
- Meeting with perspectives students one-on-one, performing interviews, while supplying them with general information about camp.
- Work with department heads on staffing expectations and communication.
- Manage a team of student recruiters, arranging recruiting visits, and applicant follow-ups.
- Posts new job requisitions onto web-based recruiting sites, as well as maintain in-house web-based tools for applications and contracts, and process tracking.
- Assist in general interviews and placement of summer staff applicants.
- Track and analyze recruitment methods; identify areas for improvement.
- Requires a high level of attention to detail and an understanding of how recruiting practices relate to overall organization efficiency and operations

#### Marketing

- Manage all social media outlets for CAMP-of-the-WOODS Summer Staff, including Instagram, Facebook and Handshake.
- Strategize different ways to positively promote camp to our target audience.
- Design promotional flyers, PowerPoint presentations and regular Instagram posts.

#### Employee Relations

- This position requires strong interpersonal skills with the ability to project a friendly attitude; work with a variety of ages and personalities and with a diverse group of internal staff (at all levels) in a

fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism.

- Regularly updates Company CEO and Personnel Team on hiring goals and initiatives.
- High integrity including ability to handle sensitive and confidential information.
- Must also be able to promote the spiritual culture desired for the staff.

#### Summer Culture

- Join Personnel Team in managing and overseeing all summer staff.
- Assists in Summer Staff event planning and coordination.
- Maintains a positive and helpful attitude under pressure.
- Helps establish a healthy spiritual community.

#### Additional Requirements

- Driver's license.
- Possesses 1-2 years of experience in a related job field, evidencing professionalism, organization, and attention to detail.
- Bachelor's Degree, Master's Degree preferred.
- Polished communication skills, both written and verbal, and a professional presence.
- Strong computer skills, knowledge of Microsoft Office applications required (Word, Excel).
- Able to maintain confidentiality related to private and confidential business matters. Operates with complete discretion and urgency.
- Highly organized with strong attention to detail.
- A heart for people, evidenced through service.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.