

# HR 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 Barsema Hall, the store provides easy access to the clothing that they can pick up on a weekly basis. Barsema's Closet operates on a donation based business plan. Donations include clothing, supplies, monetary, or time donations. We exist based 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

### Qualifications

- Enjoys working with people
- Experience or interest in managing individuals
- Strong organizational skills

### Time Commitment

This position will require an approximate time commitment of 10 hrs/week but shall not exceed 15 hrs/week.