



## Recruiter

**REPORTS TO: AmeriCorps Program Manager**

**FLSA Status: Non-Exempt**

**Position Summary:** The Recruiter's main focus will be to fill the allotted positions for the AmeriCorps programs – Corps for a Change and Colorado Reading Corps. The Recruiter will manage components of the recruitment of a diverse team of high-performing tutors and members. Must have a solid ability to conduct phone, in person, skype, google hangouts and group interviews. Must also be familiar with the various ways to post positions by using social media, networking, attend and host career fairs, network with colleges/universities, high schools, and community organizations along with preparing recruitment materials. Familiarity with AmeriCorps is a plus. This is a full time position with benefits.

### **Essential Functions**

- Post positions in various outlets, network with colleges and other institutions that may have good candidate pools, and attend and host career fairs or service fairs to recruit interested candidates
- Review resumes, interview applicants, determine program eligibility, complete reference checks, gather all necessary paperwork and present to Manager for consideration
- Ensure completeness and accuracy of information/paperwork collected
- Act as a point of contact and build influential candidate relationships during the selection process
- Conduct follow-up with applicants as needed throughout the hiring process
- Provide analytical and well documented recruiting reports to the appropriate manger
- Assist with running necessary National Service Criminal History Checks to include, state checks, FBI and NSOPW
- Assist with new hire paperwork, inputting information into payroll system, creating and maintaining files
- Maintain online database to track applications and interview process
- Provide direction and guidance to AmeriCorps members supporting recruitment and marketing/social media
- Other duties as assigned

### **Other Duties**

- Attend and participate in staff meetings as required.
- Speak on behalf of the organization when appropriate
- Attend relevant community and school meetings
- Run errands as needed using personal transportation
- Perform other duties, responsibilities and special projects as assigned
- Complete required training courses as assigned by CYC

### **Knowledge, Skills and Abilities**

- Excellent organizational skills and meticulous attention to detail and deadlines
- Promote company's reputation as a "best place to work" organization with stellar values and company mission
- An ability to find and stay informed of various ways for recruitment for open opportunities at CYC
- Strong decision-making skills
- An ability to work independently and remain organized in multiple settings
- Computer skills in Microsoft Word and Excel with an emphasis on the ability to create spreadsheets and tables in order to capture data in a useful and intelligible manner
- Excellent written and oral communication skills
- An ability to "change gears" and work collaboratively with internal staff and external partners
- An ability to find and stay informed about beneficial resources for youth throughout relevant communities
- Appreciation of clear and appropriate boundaries with youth
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into work-force development or post-secondary education opportunities
- Commitment to supporting and being a part of CYC's effort to continually strive toward inclusivity and growth and appreciation of the organization and each individual's unique strengths and perspective, including a commitment to self-development identity work
- Dedication to engaging staff and students across social identities

**Minimum Qualifications**

- A bachelor’s degree in education, human services, or other related field and minimum of two years of proven work experience as a Recruiter (either an in-house or staffing agency recruiter)
- Or a minimum of two years of college and five years of experience

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

\_\_\_\_\_

Employee (Print Name)

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

## Recruiter

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position.

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X	
Walking	X			
Standing	X			
Bending or twisting	X			
Squatting or kneeling	X			
Reaching above shoulder level	X			
Driving cars, light duty trucks	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping		X		
Lifting/carrying 10-25 pounds	X			
Lifting/carrying 26-50 pounds	X			
Pushing/Pulling	X			

Exposure to infection, germs or contagious diseases		X		
Seeing objects at a distance	X			
Seeing objects peripherally	X			
Seeing close work (e.g., typed print)				X
Distinguishing colors		X		
Hearing conversations or sounds				X
Hearing via radio or telephone				X
Communicating through speech			X	
Communicating by writing/reading			X	
Exposure to aggressive/angry people		X		
Other:				

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

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Employee Signature

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Date