

## HR Hiring Manager

### ABOUT TREK FOR TEENS

The Trek for Teens Foundation is an entirely youth-led and volunteer-run charity that focuses on raising funds and awareness for youth experiencing homelessness in Canada. We strongly believe in youth helping youth, and therefore our team is primarily made up of post-secondary students and young professionals across multiple cities in Ontario and Quebec. We strive to ensure our team member's personal growth is aligned to their work at the charity, and that they are able to develop professionally through our organization.

### DESCRIPTION

Reporting to the Director of Human Resources, the Hiring Manager is responsible for all recruiting, hiring, and training of Trek for Teens personnel. The Director of Human Resources will prepare position descriptions and disseminate hiring materials across various platforms (volunteer sites, LinkedIn). They will coordinate the interview process for new positions and begin the onboarding process for new hires. Additionally, they will be responsible for keeping personnel records up to date, including contact information for current and past volunteers, and the organizational chart.

Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in recruiting, interviewing, and volunteer organization.

### RESPONSIBILITIES

- Communicate with supervising directors about vacancies within their departments and regions
- Create position description templates and disseminate them on volunteer recruitment platforms (Volunteer Toronto, LinkedIn etc.)
- Review applications and forward them to supervisor, follow-up with scheduling interview times on virtual platforms
- Conduct onboarding for new hires, record contact information in data sheets

### QUALIFICATIONS

- Experience leading hiring initiatives, onboarding new members
- Knowledge of Google Workspace, Sheets, and Slack
- Strong communication and organizational skills
- Strong time management skills
- Experience interviewing an asset
- Related HR experience an asset

### COMMITMENT

We expect a minimum commitment to this position for 1 year. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

The expected weekly time commitment is 3-5 hours. This is a remote role, with occasional in-person engagement.



## **APPLY NOW**

Send your **resume** and **cover letter** to our Assistant Director of Human Resources.

### **SUBJECT LINE**

Application: Hiring Manager - Firstname Lastname

**EMAIL [ad.hr@trekforteens.com](mailto:ad.hr@trekforteens.com)**

Applications to this position will be considered on a rolling basis. We will be in touch within a few days regarding an interview opportunity.