

Position title	<i>Human Resources Generalist (full time term position for 12 months)</i>
Reports to	<i>Manager, Human Resources</i>

Position Summary

To develop and implement a comprehensive program that will support the recruitment, engagement and retention of volunteers at our thirty marine rescue stations along the coast of British Columbia.

Duties and Responsibilities

- Identify and assess the “as is” recruitment, onboarding and engagement strategies in each of our stations
- Identify best practices within the ‘as is’ environment
- Identify opportunities, barriers or impediments to volunteer recruitment and retention from both a volunteer and leadership perspective.
- Supplement the survey with a literature search and canvassing other volunteer-based organizations
- Develop a guide that sets out best practice for attracting, engaging and retaining volunteers
- Develop inclusive resource/education materials to assist leaders with recruitment, retention and succession planning.
- Develop customizable marketing materials (posters, videos, social media posts) that can be tailored to reflect local needs and demographics
- Increase volunteer recruitment sources. More specifically identify recruitment sources/strategies that target women, persons from underrepresented communities and the next generation of leaders
- Develop and introduce an on-line training program regarding diversity and inclusivity in the workplace.
- Design and implement a standardized online recruitment and onboarding program
- Monitor and evaluate the take-up and effectiveness of new initiatives

Experience

- Three to five years of progressively more complex HR experience
- Supervisory experience
- Knowledge of best practices governing the recruitment, engagement and retention of employees/volunteers
- Adept with social media and Microsoft 365

Credentials/Certifications

- Completion of a post-secondary program in Human Resources or related discipline.
- CPHR designation preferred

General Conditions

- Travel is a requirement; a valid driver's license is required
- Ability to work hybrid remote
- A Police Information Check is required

Annual Salary

- \$70,000 - \$80,000 depending on experience
- RCMSAR offers a comprehensive benefit package

Interested applicants can apply by email to john.johnston@rcmsar.com on or before October 31, 2024.
