

Recruiter & Volunteer Management Specialist- Job description

We're looking for an exceptional Recruiting Specialist to join our team in a full-time position. The successful candidate will be responsible for recruiting childcare staff, interns, and volunteers, as well as sourcing professional candidates from talent pools and other sources. The ideal candidate has a background in recruiting, a strong customer service orientation, a positive attitude and the drive to succeed.

Responsibilities:

This position's primary focus is to create, maintain, and analyze an applicant source database of passive and active applicants for the recruiting process along with sourcing volunteers and interns; Works with program staff and other department managers to define departmental staff needs, intern opportunities, and volunteer needs; Assists in recruitment planning and execution, selection decisions, coordinating volunteer and intern training, and other duties.

Job Requirements:

- *Must pass criminal background checks and drug screen.
- *Must complete **The Diana Screen®**.
- *Must have valid Texas driver's license.
- *Must have cleared TB test.

Education:

Required- Minimum High school diploma or GED

Job Type: Full-time

Salary: \$30,000.00 - \$36,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Ability to commute/relocate:

- Ingram, TX 78025: Reliably commute or planning to relocate before starting work (Required)

Education:

- High school or equivalent (Required)

Experience:

Recruiting: 1 year (Preferred)