



BOYS & GIRLS CLUBS
OF OKLAHOMA COUNTY
POSITION DESCRIPTION

Job Title: Recruiter (Part-Time)

Reports To: HR Manager

Schedule: M-F from 10:00am-4:00pm with a 30 min lunch

X Non-Exempt

PRIMARY FUNCTION:

Are you passionate about uncovering talent to mentor the youth in our community? Then we have an exciting opportunity for you as a part-time Recruiter with Boys & Girls Clubs of Oklahoma County!

Under limited supervision, the Recruiter will be responsible for the full life cycle recruitment process for roles at a variety of levels within the organization. This position will focus on hiring kid facing, management level, and administrative level positions while interacting with hiring managers, community members, and candidates in support of the talent acquisition function.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

- Meet with HR Manager and Site Directors to discuss their hiring needs and formulate strategy
- Improve the current hiring process
- Source qualified candidates via job sites, databases, networking etc.
- Screen resumes and interview candidates (by phone or in person)
- Select and present qualified candidates to hiring managers
- Inform hiring managers of candidates approved for employment and confirms start dates
- Help hiring teams interview candidates through various methods (e.g. structured interviews, behavioral interviews)
- Advise hiring managers to help them make better hiring decisions
- Create reports on hiring progress and other recruiting metrics

ADDITIONAL RESPONSIBILITIES:

- Serve as an expert for recruiting candidates within any assigned territory or skill set needed
- Use traditional and nontraditional resources, such as career fairs, online job fairs, community network events, etc., to identify and attract quality candidates
- Maintain job postings (internal and external) to ensure high visibility with potential candidates
- Manage internal transfer process, including screening, coordination of interviews with hiring manager, offer letters, etc.
- Follow-up with candidates and hiring managers to obtain feedback regarding recruiting process.
- Develop and maintains an excellent relationship with internal and external clients to ensure achievement of staffing goals
- Communicate important employment information during delivery of employment offers (e.g., benefits, compensation, etc.)
- Make recommendations for hire (or not hire) and delivers employment offers for both exempt and nonexempt position openings

SUPERVISORY RESPONSIBILITIES:

- None

GENERAL BOYS & GIRLS CLUBS OF OK COUNTY EXPECTATIONS:

- Safe Spaces—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and or emotional abuse.
- Modeling Healthy Behavior—teaching youth/teens the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff is expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.
- Inclusive Environment—BGCOKC values creating youth-friendly environments where youth/teens of all abilities can be successful and participate. BGOKC expects employees to embrace its focus on including of all members, regardless of disability or developmental challenge.
- Continuous Learning—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participates in annual professional development opportunities that continue to cultivate their skills in the youth development field.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor’s Degree preferred
- At least 2-4 years of prior recruiting experience required
- Hands-on experience in the entire recruitment life cycle
- Industry (non-profit) hiring experience
- Familiarity with recruiting software (e.g. Applicant Tracking Systems, Indeed, Company website, etc.)
- Knowledge of effective hiring practices
- Excellent communication skills
- Strong decision-making skills
- Outstanding organization ability
- Intermediate to advanced user knowledge of Microsoft Excel, Microsoft Word, PowerPoint and Outlook
- Ability to travel up to 30% preferred

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

- The job requires working, standing, bending, turning, reaching, talking, listening; works in a clean, well-lighted, heated and ventilated building.
- Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities, and effectively communicate with a variety of audiences in various settings.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.