

# Recruiter



5-10 hours / monthly  
October 1, 2021 - March 31, 2022

## **BACKGROUND**

ChatterBox Theatre Society has been dedicated to delivering a meaningful theatrical experience to young audiences through interaction and humour. We aim to teach children positive values and offer them support in all stages of their development. In addition, we strive to build a stronger community by encouraging public engagement and dialogue, while nurturing and promoting our local artists.

## **WHAT DO WE DO?**

ChatterBox Theatre provides positive and interactive theatrical experiences for children in the community. Our purpose is not only to create unique and enjoyable productions, but also teach children concepts of feelings and how they influence the world around them.

Apart from the education and entertainment of our unique plays, we also offer support for the local artistic community by creating development opportunities for young performers. We also help connect the public with emerging artists, offering space for exhibitions and periodic events.

## **WHY SHOULD YOU VOLUNTEER FOR THIS OPPORTUNITY?**

ChatterBox Theatre Society is a “grass roots” non-profit organization about to embark on a period of significant growth. We need your passion and expertise in shaping that for the future! Our volunteers are very committed and passionate, and help ensure successful outcomes of programs. Upon successful completion of the volunteer role or project, you can use us as a reference for your future roles. Volunteer hours may be used for maintaining your professional designation and/or program studies.

## **PURPOSE OF THE POSITION**

The Recruiter will find qualified, dedicated and talented individuals for positions that need to be filled within the organization. The position is responsible for posting jobs on approved platforms, screening applicant resumes to ensure they meet the minimum requirements of the advertised role, evaluating candidates during the interview process, and providing recommendations for hire to the organization.

## **DUTIES AND RESPONSIBILITIES**

- Understand the annual human resources strategy to drive recruitment efforts in securing qualified and talented candidates for the organization.
- Research candidate preferences and understand current recruitment trends to ensure maximum effectiveness in qualified applications from candidates.
- Develop recruitment plans for specific roles and optimal job posting schedules that positively increase web traffic and engagement metrics.
- Use approved human resources materials and branding to promote the organization via multiple social media channels, including Facebook, Instagram, Twitter, and LinkedIn.
- Partner with the Social Media Coordinator to use social media and other technology platforms to maximize job posting efforts and activities.
- Partner with the human resources team and committee to brainstorm, develop and implement creative strategies to attract qualified candidates to job postings.
- Pre-screen applicants for specific roles to determine if they have the appropriate experience, dedication, and cultural fit with the organization.
- Schedule interviews with qualified candidates and use the approved recruitment templates to ask them questions and document their responses.
- Complete scorecard templates to compare candidates applying to the same role to determine recommendations for second interviews and hires to leaders.
- Obtain and contact references from candidates that are selected to move forward in the recruitment process and share the results with the leader.
- Using the approved templates, draft offer agreements for both employee and volunteer roles and forward completed documentation to the HR Coordinator.
- Act as the back-up to the HR Coordinator role if they are absent or the role is vacant.

## **SKILLS AND KNOWLEDGE**

- Demonstrated work, school, or volunteer experience in developing HR or recruitment plans, with a strong preference for non-profit organizations, the fine arts, or education.

- Strong verbal and written communication skills, coupled with strong editing and grammar skills.
- Excellent interpersonal skills that is engaging to both candidates and leaders.
- Ability and confidence in communicating a compelling story about the organization that others believe in.
- Comfortable with different social media channels.
- Self-starter, who is motivated by achieving recruitment goals for the organization.
- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Friendly, professional demeanor and considered approachable by others they interact with.
- Strong organizational and process-driven skills, with an excellent follow-through.

#### **QUALIFICATIONS**

- Completed or pursuing a Bachelor's degree or diploma in Human Resources, Business Administration, or Marketing.
- Skills in Google Suite or Microsoft programs. Exposure to HRIS systems and video conferencing considered an asset.
- Experience working with non-profit organizations and/or experience in a similar role an asset.
- CPHR designation, CPHR Candidate, or RPR designation considered an asset.
- Passionate interest in theatre and education of the fine arts in the Calgary community.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

#### **ADDITIONAL DETAILS & SKILLS REQUIRED:**

We encourage interested and qualified candidates to apply to this volunteer position as a Recruiter. Please send a brief email explaining why this is an opportunity you are passionate about, as well as your resume and brief biography to [contact@chatterboxtheatresociety.com](mailto:contact@chatterboxtheatresociety.com). To learn more about ChatterBox Theatre Society, or to donate to our cause, please visit our website at [www.chatterboxtheatresociety.com](http://www.chatterboxtheatresociety.com).

#### **CERTIFICATION OR EDUCATION REQUIRED**

- Completed or currently pursuing a Bachelor's degree or diploma in Human Resources, Business Administration, or Marketing.
- CPHR designation, CPHR Candidate, or RPR designation considered an asset.