

Niagara Falls Soup Kitchen Volunteer Information

Human Resources and Occupational Health and Safety Volunteer



Would you like to assist in hiring, supporting, and keeping safe employees who are dedicated to providing a critical service to the community? Do you enjoy developing training, policies, and practices that motivate employees and ensure legislative compliance? Do you have human resources or occupational health and safety expertise, experience, or education? If so, we welcome your application for a Human Resources and Occupational Health and Safety Volunteer

Responsibilities:

- Coordinate and participate in recruitment processes
- Develop and/or update organizational policies, practices, handbooks, and programs
- Handle employee human resources and health and safety related requests
- Conduct new volunteer and employee orientation sessions
- Liaise with external consultants, organizations and professionals related to occupational health
- Compile and update employee records
- Develop and deliver training on various topics to employees, board members, and volunteers; creating tracking materials

Requirements:

- Experience working in the area of Human Resources or Occupational Health and Safety Knowledge of relevant Employment, Human Rights and Occupational Health and Safety laws
- Excellent organizational skills
- Strong communications skills
- Degree/Diploma in Human Resources/Health and Safety or related field preferred