

ATTENTION HUMAN RESOURCES STUDENTS
AND YOUNG PROFESSIONALS



VOLUNTEER NEEDED

100%
VIRTUAL
5-10 HOURS
PER WEEK
FLEXIBLE
SCHEDULE

HUMAN RESOURCES COMMITTEE LEADER

JOIN THE YOU DISCOVER MATH TEAM TO HELP
MAKE MATH ENGAGING FOR ALL STUDENTS!

We are looking for:

- ✓ A Human Resources young professional or student interested in serving their community and mentoring young people to develop their skills via practical experience supporting the Human Resources committee of a nonprofit organization
- ✓ Willingness to support YDM's mission to make engaging math learning opportunities available to all students and to empower young people to improve math education in their communities
- ✓ Skilled in communicating through various formats to gather input from teammates
- ✓ A creative visionary who can craft proposals to improve YDM's systems and help YDM's teams progress
- ✓ Ability to nurture the leadership capacity of teammates while pursuing collective goals

Benefits:

- ✓ Strengthen your professional skills
- ✓ Perform meaningful volunteer work that serves your community and impacts the lives of the youth
- ✓ Pass down your work and life experience to young people who may be interested in pursuing your field of work in the future
- ✓ Team up with other professionals and youth leaders passionate about serving their communities

Role Expectations:

- ✓ Volunteer 5 hours a week on a flexible schedule for at least a year
- ✓ Ensure compliance with YDM policies and procedures
- ✓ Participate in YDM's Leadership Team by using your HR expertise to propose and manage goals for the HR committee along with requesting the necessary resources to support YDM's mission
- ✓ Lead/co-lead regular meetings with HR Committee members on a (currently biweekly). Ensure teammates have the clarity, tools, and support they need to achieve the committee's goals
- ✓ Maintain HR policies and procedures while creating new documents to communicate this information to YDM Teammates
- ✓ Support maintenance of an employee payroll system in collaboration with the Accounting and Finance Team
- ✓ Help train committees on how to interface with the volunteer onboarding and performance review process
- ✓ Help grow the size of the HR committee as needed
- ✓ Monitor changes in state and Federal HR regulations, standards, and legislation.

TO APPLY , VISIT:



[LT Volunteer Application](#)

TO LEARN MORE ABOUT YDM AND WHAT WE DO VISIT:



www.youdiscovermath.org