Human Resource Coordinator

DEPARTMENT: Administration
REPORTS TO: Chief Professional Officer
FLSA: ( ) Part-Time (X) Full-Time (X) Exempt ( ) Non-Exempt

JOB SUMMARY: The Human Resources Coordinator is an integral part of Boys & Girls Club of Cheyenne by providing human resource support so the mission of serving youth may be achieved.

PRIMARY FUNCTION:
The Human Resource Coordinator is responsible for managing and administering Club human resources functions, including recruitment, benefits, safety, employee relations, performance management and staff development in conjunction with the Chief Professional Officer. Provides advice and counsel to management in the development and implementation of policies and practices that comply with all applicable regulations and are consistent with Boys & Girls Club mission and values.

KEY ROLES (Essential Job Responsibilities):
Leadership
1. In collaboration with the Chief Professional Officer and Board Programs and Personnel Committee, establish and implement policies and procedures for the effective management of Club human resources, ensuring compliance with federal, state and local regulations and community practice, as well as Boys & Girls Club mission and values.
2. Provide information to staff and volunteer leadership to support management decision-making about policy issues, employee relations, staff development needs, compensation and benefits practices and costs and recruitment practices. Prepare reports summarizing human resources programs and activities.
3. Works in cooperation with the Facility & Safety Coordinator to ensure a healthy and safe environment for staff, volunteers and members at the Club.

Strategic Planning
4. Contribute to operational strategic planning, providing perspective on staffing and employee development needs to support strategic directions.
5. Identify and evaluate opportunities to improve human resources policies, procedures and programs to ensure they meet Club needs and motivate effective performance of staff.
6. Develop recommendations for implementation and modification of human resources management policies, procedures and programs to the Chief Professional Officer and Board.

Partnership Development
7. Develop collaborative partnerships with other Clubs, consultants and vendors, as well as youth serving, professional and/or nonprofit organizations, to maintain professional credibility within the community.
Resource Management

8. Develops budget and controls expenditures against budget, particularly in the areas of recruitment, compensation, benefits and staff development. Encourage proactive strategies for responding to employee issues to minimize potential expenses.

9. Manage administrative and operational systems for maintaining all employment and personnel records, ensuring compliance with legal requirements.

10. Ensure a productive work environment that encourages positive, effective working relationships and open communications, and is respectful of the diversity of Club staff, volunteers and members. Take prompt, appropriate action to respond to conflicts between staff members and/or volunteers.

11. Support the recruitment and selection of staff with the qualifications necessary for successful performance, recommending recruitment sources and strategies, and ensure recruitment process records are maintained in compliance with regulatory requirements.

12. Support staff career development, identifying opportunities for training and skill building within budget limits.

13. Coordinates an employee recognition program for employment anniversaries, birthdays, certifications, and other accomplishments.


15. Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.

16. Supports the development of grant related budgets, proposals and concept papers and implementation of awarded grants.

17. Data gathering and reporting for monthly, quarterly, and annual reports.

18. Monitor and log staff attendance and transmit attendance data to payroll.

Marketing and Public Relations

19. Develop and maintain public relations to promote awareness of the Club and stimulate interest in employment opportunities with Boys & Girls Clubs.

20. Prepares presentations, gather and collate materials and ensures timely preparation and dissemination of information regarding a wide variety of on/off site meetings and special projects related to the meetings.

Other

21. Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.

22. Perform other related secretarial or administrative duties as requested.

RELATIONSHIPS:

Internal: Maintains daily contact with Chief Professional Officer, staff and volunteers to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with members, families, board members, and the general public to give and obtain information, either in response to inquiries or as instructed by the supervisor.
**SKILLS/KNOWLEDGE REQUIRED:**

- A minimum of three (3) years progressively responsible work experience in human resource management experience preferred.
- College degree or equivalent; prefer SHRM or PHR certification
- Computer skills including with Microsoft Office Suite and use of common office equipment
- Excellent organizational skills and attention to detail
- Ability to be a part of a team in a highly stimulated environment.
- Strong customer relations skills and demonstrate the ability to work with the general public.
- Excellent verbal and written communication skills.
- Able to maintain strict confidentiality
- CPR and First Aid Certifications.
- Valid state driver’s license with ability to receive Commercial Driver’s License with Passenger Endorsement (CDL-P).
- Must pass background checks and drug/alcohol testing.
- Computer literate, including Microsoft Office Suite and use of common office equipment.
- Knowledge of regulatory requirements affecting human resources management
- Current knowledge of best practices in human resources management
- Strong administrative and organizational skills
- Excellent interpersonal and conflict resolution skills
- Scrupulous attention to detail and confidentiality

**Physical Demands:**

*This is considered a sedentary position.* Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. This position requires sitting most of the time, but involves walking standing for brief periods of time and walking the property at a leisurely to brisk pace.

**DISCLAIMER:**
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the Boys & Girls Club of Cheyenne may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the Boys & Girls Club of Cheyenne is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will.

Signed by: ________________________________________________

Human Resources Coordinator  Date

Reviewed by: ________________________________________________

Chief Professional Officer  Date