JOB DESCRIPTION
HUMAN RESOURCES DIRECTOR

INTRODUCTION

The purpose of this job description is to report the functions, requirements, working conditions, and office responsibilities of the Human Resources Director. This position reports directly to President & CEO.

The Human Resource Director is responsible for managing and administering Club human resources functions, including recruitment, compensation, benefits, safety, employee relations, performance management and staff development. Provide 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 Clubs mission and values.

Hours: Full Time Exempt Employee
Reports to: President & CEO

ESSENTIAL FUNCTIONS

The Human Resources Director is responsible for planning and administering policies, relating to all phases of Human Resources activity by performing the following duties:

ESSENTIAL DUTIES & RESPONSIBILITIES (other duties may be assigned as necessary):

- Identifies legal requirements and government reporting regulations affecting Human Resources functions and ensures policies, procedures, and reporting are in compliance.
- Assures vacant positions are filled and orientations conducted in a timely fashion.
- Recruits, interviews and hires personnel for approved positions in a timely and efficient manner.
- Maintains interviewing and hiring records and keeps job opening/hire board updated.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, harassment, etc.
- Keeps records of benefits plan participation such as insurance, personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting.
- Conducts employee training.
- Confidently advises management of appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, employee assistance, and credit union.
• Prepares employee separation notices and related documentation; conducts exit interviews to determine reasons behind separations.
• Coordinates, reports, and recommends procedures to reduce absenteeism and turnover.
• Generates and maintains (in a confidential manner) employee records such as personal data, compensation, benefits, tax data, attendance, performance reviews, warnings, terminations, etc.
• Plans and conducts new employee orientations to foster positive attitude toward company goals for new employees and/or employees going temp-to-hire.
• Updates employee files to document personnel actions and provide information for payroll and other uses.
• Performs employee terminations when necessary
• Writes/updates employee policies, procedures, and forms as needed.

MINIMUM JOB REQUIREMENTS

SKILLS/KNOWLEDGE REQUIRED:
• BA/BS Degree from an accredited, four year university or college
• At least five years of progressively responsible experience in human resources management.
• Knowledge of regulatory requirements affecting human resources management.
• Current knowledge of best practices in human resources management.
• Ability to meet deadlines with time constraints.
• Knowledge of the mission, objectives, policies, programs and procedures of the Boys & Girls Clubs of the Suncoast; and the principles and practices of non-profit organizations.
• Ability to read, analyze, and interpret data and information and apply appropriate judgment
• Demonstrated ability to work independently without supervision; ability to make decisions independently
• Ability to handle confidential information with discretion; High level of professionalism and diplomatic etiquette
• Above average interpersonal skills; ability to work with people at all levels to accomplish goals
• Ability to retain information and utilize critical thinking skills
• Must be a self-starter and demonstrate an ability to learn quickly
• Ability to interact with all levels of management and team members
• Ability to thrive in a fast-paced, team environment
• Culturally astute and sensitive, while being able to confidently ask the right questions

TRAVEL
• Occasionally required to travel to the various Clubhouses throughout Pinellas County.
• Some travel may be required for training and/or other business purposes
WORKING CONDITIONS

Fast paced blended telecommuting work environment; flexibility to working schedules may be required due to changing business demands. A blended telecommuting General office conditions is the standard work environment (standing, sitting, and walking). An equal opportunity employer and a smoke, drug and alcohol free workplace.

OTHER

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time with or without notice.