



## Human Resources Assistant

WORKING HOURS/PAY RATE: \$15/hour, 20-25 hours/week

VACATION/SICK DAYS: Unpaid

HOLIDAYS: As outlined in Employee Handbook

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

BENEFITS: Outlined in Employee Handbook

DATES: 9/27/2021

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

### JOB DESCRIPTION:

The Human Resources Assistant is responsible for the administration of a wide variety of human resource activities including recruitment, payroll onboarding, employee records management, and creation of meeting minutes. This position is also responsible for managing all aspects of the volunteer program. This position works closely with Operations Director and Senior Unit Director to coordinate employment and volunteer opportunities for individuals, as well as groups.

### QUALIFICATIONS:

1. Volunteer experience preferred and experience managing others. Possess strong organizational skills. Demonstrate punctuality in managing volunteers.
2. PHR Certification preferred.
3. Demonstrate the ability to manage multiple tasks simultaneously.
4. Possess self-motivation and interpersonal skills.
5. Ability to speak to groups, agencies, students, and community members.
6. Technical skills include: Proficient in MS Word Excel, and Publisher; Proficiency in utilizing the internet; Data entry.
7. College experience required and degree preferred.

### ESSENTIAL JOB FUNCTIONS:

1. Management of Human Resources requirements for all BGCB employees including payroll onboarding in ADP.
2. Manage organizational volunteer recruitment, communication, tracking, and stewardship.
3. Creating and editing documents.
4. Perform basic clerical duties: filing, typing, cleaning, organization, answering phones, filing, etc.
5. Assist with preparing information for reporting purposes when necessary.
6. Assist with preparation for all staff meetings.
7. Attend mandatory staff meetings and training sessions
8. Reports to Operations Director



WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
7. Ability to work in a professional environment and positively represent organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.
10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
12. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume & Cover Letter to  
Boys & Girls Clubs of Bloomington- Lincoln St  
311 S Lincoln St  
[jobs@bgcbloomington.org](mailto:jobs@bgcbloomington.org)