

Human Resources Administrator

WORKING HOURS/PAY RATE: Monday-Friday, 40+ hours/week; some weekends and evenings when required

VACATION/SICK DAYS: As outlined in Employee Manual

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

Benefits: As outlined in Employee Manual

Pay: Starting at \$40,000

We are excitedly looking for a positive, inquisitive Human Resources Administrator, who loves streamlining processes and problem solving. Our Human Resources Administrator will support staff at all of our Boys & Girls Clubs locations including Camp Rock.

The ideal candidate will be proactive and have experience in handling a wide range of human resources tasks.

This person must be exceedingly well organized, flexible, must have excellent attention to detail, is able to work independently, and enjoys the challenges of supporting a company of diverse people.

Duties and Responsibilities - include but are not limited to the following:

1. Provides full-service Human Resources support for Administrative Staff, Unit Directors, Program Directors, part-time staff and volunteers.
2. Assist with managing Human Resources for the clubs by updating and maintaining employee files, payroll, operations, employee relations issues, recruiting, onboarding, offboarding, volunteer management, and other procedures, as necessary.
3. Handle internal inquiries, complaints, leaves of absences, staffing, and any other Human Resources related staff communications.
4. Ensure company policies and procedures are implemented appropriately and making sure all files are complete and organized as expected.
5. Perform review and analysis of duties, tasks, and projects and keeps ownership and management properly informed.
6. Ensure top Human Resources performance of company staff by providing them adequate coaching and guidance.
7. Manage internal staff relations and maintain a positive working environment while following BGCA core values.
8. Processing and approving payroll through Rippling.

9. Work closely with the Operations Director and Office Manager to ensure all HR tasks are completed in a timely manner with good communication with all department managers.

9. Other duties may be assigned based on the needs of the company in any club, as needed.

Qualifications and Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in business or related field is preferred but not required
- Human Resources experience: 3 years (Required)
- SHRM Certification (Preferred)
- Ability to show thorough knowledge of HR principles and federal/local regulations through questions, discussions and completed tasks
- Very strong attention to detail and problem-solving skills are essential
- Takes ownership of job responsibilities with personal pride and accountability
- Experience with multiple locations and/or departments preferred but not required
- Very prompt, hardworking and loves what they do
- Ability to work independently with little supervision required
- Ability to remain calm while working under pressure in a busy environment
- Ability to work within time frame of standard policies and procedures and not miss deadlines/due dates
- Ability to maintain confidentiality related to sensitive company and employee information
- Excellent ability to multitask, prioritize, and problem solve in a busy, fast paced environment
- Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with multiple teams
- Excellent time, leadership, and management skills
- Efficient in handling a wide range of administrative tasks
- Excellent written and verbal communication skills
- Strong professionalism and organizational and planning skills

Apply through Indeed, Handshake, or email cover letter and resume to cpayne@bgcbloomington.org.

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