



POSITION DESCRIPTIONS

CONTRACTOR: WOODCRAFT RANGERS

POSITION TITLE: Manager of Human Resources

THE ORGANIZATION

Woodcraft Rangers is a non-profit youth organization serving the Los Angeles area for the past +90 years. Woodcraft Rangers helps children and youth become happy, productive adults able to make good decisions through camping, youth groups and other activities. Our overall goal is to reduce unproductive uses of leisure time, increase positive educational/cultural/recreational activities, and to enhance the attachment of parents and youth to school as a support system.

SUMMARY OF DUTIES & RESPONSIBILITIES

The Director of Human Resources originates and leads human resources practices and objectives that will embrace an employee-oriented culture of high performance, empowerment, quality, high standards, productivity, goal attainment, and the recruitment and ongoing development of a respected and resourceful workforce. The Director of HR coordinates implementation of services, policies, and programs. The Director of Human Resources is a member of the Leadership team.

External Program Operations (30%)

- Implement human resources strategies by establishing department accountabilities, including, staffing, employment processing, compensation, volunteer program, health and welfare benefits, training and development, records management, manage health and safety protocol, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and assist management with disciplining staff; planning, monitoring, appraising, and reviewing staff roles and responsibilities; maintaining compensation; determining production, productivity, quality. Identify staff vacancies and recruitment needs, interview and select applicants.
- Support management by providing human resources advise, counsel, and decisions; analyzing information and applications.

Internal Administrative Operations (70%)

- Supervise Human Resources.
- Develop and maintain employee-oriented culture based organization that emphasizes quality, continuous improvement, teamwork, and high performance.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing WR's values.



- Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Develop and maintain affirmative action program; files EEO-1 report annually; maintains other records, reports, and logs to conform to EEO regulations.
- Participate in professional development conferences and other educational opportunities; read professional publications; maintain and build a sound network of collaborators and partners.
- Administer training needs assessments and implement professional development training. Oversee safety program and implement Illness and Injury Prevention Plan.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion.
- Perform staffing duties, including dealing with understaffing, resolving disputes, and administering disciplinary procedures.
- Advise managers on employment laws and organizational policy matters such as equal employment opportunity, sexual harassment and recommend provide recommendations on needed changes.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Serve as a link between management and employees by fielding questions, interpreting and administering job assignments and helping resolve work-related problems.
- Provide recommendations to the leadership team on organizational procedures, staffing, compensation, incentives, etc.
- Conduct termination meetings; prepare issue and negotiate separation agreements, etc.
- Other duties as assigned.

EDUCATION/EXPERIENCE/ABILITIES

- Bachelor degree in human resources management, business management, non-profit management, public administration or other relevant field required; Master's Degree, PHR or SPHR strongly preferred.
- Minimum of 5+ years' experience in Human Resources management position.
- Non-profit experience strongly preferred.
- Previous supervisory and staff-level management experience required.
- Knowledge of personnel information systems (ADP payroll, Time and Attendance module).
- Knowledge of principles and procedures for personnel recruitment, selection, retention and training.
- Knowledge of compensation and benefits, labor relations and negotiation, Knowledge of employment laws and FMLA procedures.
- Knowledge of performance evaluation processes (development and implementation).
- Strong critical thinking ability and problem-solving skills.
- Negotiation and complex problem-solving ability.
- Superb written and verbal communication skills.
- Excellent customer service skills required.
- Must maintain a professional appearance.



- Physical guidelines include ability to lift up to 25 pounds; stand/walk for up to eight hours/day, bend, stoop, twist. Must be able to work at computer for up to eight/hours day.

NAME & TITLE OF SUPERVISOR

Chief Executive Officer

The statements contained herein reflect general details as necessary to describe the principal functions of this position. The level of knowledge and skills typically required and the scope of responsibilities should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief, and emergency situations. This job description does not constitute an employment agreement between Woodcraft Rangers and the employee and is subject to change as the needs of Woodcraft Rangers and the requirements of the job change.

Date: _____

Employee's Name: _____
(print)

Employee's Signature: _____