



Position Description: Human Resources Generalist

Reports to: Director of Human Resources

FLSA Status: Full-time; Non-exempt (hourly wage)

Job Summary

The Human Resources Generalist manages the day-to-day operations of the Human Resource office. Responsibilities include administration of HR policies, procedures, and programs; carry out responsibilities with various HR information systems to include web-based and local databases; employee relations, benefits, compensation, and employment document processing. The Human Resources Generalist originates and leads HR practices and objectives that will provide an employee-oriented, high performance culture emphasizing empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Responsible to provide a wide-range of administrative and clerical support. Will interact with staff (at all levels), with a high level of professionalism and confidentiality.

Organizational Strategy

- Assists the Director and/or Manager in any secretarial needs they might have
- Responsible for all the data entry into our Employee-Payroll Database
- Keep complete and updated files of all employees, both hard-copy and electronic
- Assist in Staff Development areas and Staff Events
- Assists in scheduling, planning and instruction for Full-Time and Summer Orientations
- Assist in the aspects of interviewing and hiring of 500 seasonal staff per year and any potential full-time employees
- Responsible for enrolling and managing full-time employees in any offered benefit program(s)
- Prepare all online applications and distribute to department managers
- Responsible for all Department of Justice records
- Be available to assist any employee with any work related issue
- Be prepared to meet the spiritual needs of guests
- Perform other duties and assignments as required; Hume Lake maintains the right to reassign or change duties as needed

General Qualifications

- Evidenced commitment to the Christian faith and a desire to share the knowledge of Jesus Christ with others;
- Able to agree with our Statement of Belief and abide by our Code of Conduct;
- Commitment to excellence;
- Manage and utilize camp resources with biblical view toward stewardship;
- Willingness to adjust hours to accommodate the needs of the job.

Specific Qualifications

- Thorough and attentive to detail;
- Demonstrated ability to handle and safeguard highly confidential and sensitive information and resources;
- Strong organizational and personal/relational skills;
- Current in general office technology; computer literacy in word processing, Excel Spreadsheets and database management; proficient with Google Apps, Office applications (Word, Excel, PowerPoint) and Hume Lake's communication (telephone and radio) and accounting systems;
- Excellent oral and written communications skills; effectively communicating in public forums, if required;
- Ability to manage multiple tasks, projects and responsibilities in an unstructured environment with frequent interruptions.
- Have an "open door" policy and be available to anyone at any time.

Physical Demands

- Must be able to stand and/or sit for extended periods of time;
- Must be able to live and work in extreme weather conditions;
- Must be able to lift and/or move up to 25 pounds; increased amounts of weight may be required;
- Must be able to live at high altitude and in small living quarters;

Other

- Minimum of 1-2 years' experience as an administrative assistant and/or office management with demonstrated success;
- Bachelors of Arts Degree in related administrative field is preferred.
- Perform other related duties and assignments as required;
- Hume Lake maintains the right to reassign or change duties as required;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position