**POSITION TITLE:** Human Resources Manager

**REPORTS TO:** Chief Financial and Operations Officer (CFOO)

**STATUS:** Full-Time/Exempt

**LOCATION:**  Boys & Girls Club of New Rochelle, New York 10801

**BOYS & GIRLS CLUB OF NEW ROCHELLE MISSION:**

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

**BOYS & GIRLS OF NEW ROCHELLE HIGH GROWTH ORGANIZATION:**

For 95 years, Boys & Girls Club of New Rochelle (BGCNR) has been an integral part of the community, offering quality, achievement-driven programming that encompasses academics, mental wellness, fitness, leadership, and civics. Today, it serves over 10,000 youth annually at 12 school sites throughout Westchester County, NY, and its Mascaro and Remington Clubhouses. BGCNR offers kids and teens safe places to learn and grow, ongoing relationships and caring professionals, life-enhancing programs, meaningful character development experiences, and hope and opportunity.

***54% of Alumni nationwide say that the Club not only changed their life but saved their life!***

**POSITION SUMMARY:**

Reporting to the CFOO, the Human Resources (HR) Manager is a generalist who is responsible for ensuring that all aspects of day-to-day people operations of the organizations run effectively and efficiently. The HR Manager position comes at a critical time at the Boys & Girls Club of New Rochelle as we experience very high growth.

**KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):**

* Draft document and maintain HR standard operational procedures to capture workflows (for HR procedural manual), policies and practices for all HR positions work areas.
* Collaborate with Chief Executive Office, Chief Financial Officer on performance metrics for staff including staff satisfaction and retention.
* Creates, maintains, and manages job descriptions as needed.
* Onboarding new hires including enrollment in payroll system, benefits enrollment, new hire paperwork.
* Support recruitment of new staff working with Clubhouse and School-Site Directors to post on job boards and platforms as well as filtering potential candidates.
* Act as HR point person for staff including timesheet submissions, leave requests and escalating personnel issues as necessary.
* Maintains the BGCNR HRIS to ensure compliant reporting.
* Manage open enrollment for medical benefits.
* Responsible for enrollment and yearly census reporting for 401(a) plan.
* Manage all paid leave including FMLA, PFL, STD and Worker’ Compensation.
* Coordinate annual anti-harassment and other required training.

**ADDITIONAL RESPONSIBILITIES:**

* Keep on top of best practices in compensation and salary analysis.
* Special projects as needed.

**SKILLS/KNOWLEDGE:**

* Bachelor’s degree in business, social science, management or related field of study.
* 3-5 years of HR related experience.
* Excellent communications and interpersonal skills, ethics, and cultural awareness.
* Aptitude for problem-solving and through knowledge of HR procedures and policies.
* Demonstrated ability to work independently and be self-directed in completion of daily responsibilities and projects.
* Demonstrated technology skills including, Microsoft Office Suite (PowerPoint, Word, Excel, Outlook); experience working with HRIS, handbook builder, and Canva a plus.
* Knowledge of laws and regulations related to employment.
* Experience in creating internal workflows and organizational processes.
* Goal-oriented with ability to work independently and meet deadlines.

**PHYSICAL REQUIREMENTS/WORK ENVIROMENT:**

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the American with Disabilities Act.

**COMPENSATION:**

Compensation and benefits will be competitive and commensurate with education and experience ranging $65-70,000. A resume and cover letter should be sent to Rinku Bhattacharya, Email rbhattacharya@bgcnr.org Becky Mazzanobile bmazzanobile@bgcnr.org [www.bgcnr.org](http://www.bgcnr.org)