

Camp Fire North Shore & Boys and Girls Club of Lynn

POSITION: Human Resource Generalist /Job Share

HOURS OF WORK: 40 hours per week, flexibility to work from home one day a week.

POSITION LOCATED IN: Lynn, MA

PAY RATE: \$50,000-\$55,000, or commensurate with experience

Camp Fire North Shore (CFNS) is a non-profit organization located in Salem and Lynn, MA offering before and after school care, summer day camp, teen and club programming to youth on the North Shore. Thrive{ology} is our proven, research-based approach to teaching every kid and teen how to be a better friend, student, son, daughter, member of society. Camp Fire North Shore programs target school age youth, pre-k through grade 8. For more information about our organization, please visit www.campfirenorthshore.org.

The Boys & Girls Club (the Club) of Lynn strives to offer an environment that guides boys and girls to achieve and reach their full potential. The Club is open to all youth ages 5-18 years old and serves over 1,500 members. During the school year more than 250 children attend the Club on a daily basis. Our summer camp program serves over 125 children weekly at Creighton Pond Day Camp in Middleton during the summer months. We stand behind our mission statement by offering programs that focus on five core areas including: Education & Career Development; Character & Leadership Development; Health & Life Skills; the Arts; and Sports, Fitness and Recreation activities.

This is a hybrid position shared between two community-based organizations. The person in this role would be expected to work in-person 2 days a week for each organization, and spend one day a week working remotely. We are in search of a qualified and resourceful HR generalist to support both organizations in ensuring smooth and efficient business operations. The HR Generalist will have both administrative and strategic responsibilities, helping us to plan and administer important functions, such as staffing, training and development, and compensation and benefits. Both Camp Fire North Shore and the Boys and Girls Club of Lynn align with regard to mission and values. This position reports to the Executive Directors at both organizations.

Job Description:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Drafts, posts and manages job postings across various social media and employment platforms.
- Conducts or acquires background checks, reference checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Assists in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations
- Suggests new procedures and policies to continually improve efficiency of the HR department and organization as a whole, and to improve employee experience
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Reviews weekly payroll and submits to the Bookkeeper.

Required Skills:

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite, Google Drive or related software
- Bilingual preferred

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Three-five years of human resource management experience preferred.

BENEFITS:

- Health & Dental Insurance
- 3 weeks of vacation annually
- 1 week of sick time annually
- 2 personal days annually
- 13 holidays annually
- Professional Development

Equal Employer Opportunity Statement

We promote diversity of thought, culture, and background. That is why Camp Fire North Shore and the Boys & Girls Club are proud to be equal opportunity employers that seek and employ people with skill and talent with the highest standards of fairness, covering all aspects of employment, including, but not limited to, recruitment and employment, promotions, compensation, team opportunities, and training programs. We are passionate about building and sustaining an inclusive and equitable working environment for all people. We welcome and encourage all qualified individuals to apply.

If interested in applying for this position, please contact Laurie Hamill, Executive Director at lhamill@campfirenorthshore.org.