



## POSITION DESCRIPTION

**TITLE:** HR Business Partner **DEPARTMENT:** Human Resources  
**REPORTS TO:** CEO **FLSA:** Exempt  
**WORK SCHEDULE:** Full time  
**LOCATION:** Fort Collins, CO  
**SALARY REQUIREMENTS:** \$48,000 - \$53,000

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### Organization Information

The Boys & Girls Clubs of Larimer County (BGCLC), an affiliate with Boys & Girls Clubs of America is a comprehensive out-of-school provider designed to support the most vulnerable youth in Larimer County. We have a vision to provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living healthy lifestyles.

### Position Summary

The HR Business Partner is responsible for assisting with the design and implementation of an HR Department within the Boys & Girls Clubs of Larimer County. This person will be responsible for a variety of human resources functions including, full cycle recruiting, onboarding, compensation design, training and development, appraisal reviews, hiring practices, and employee engagement. This role will partner and work directly with all levels of management. This position will embrace all HR functions with acute detail to equity, diversity and inclusion.

This position will lead the recruitment of front-line and direct service positions at Boys & Girls Club locations across the organization. Reporting to the CEO, this position will work closely with all organization departments to establish a formalized HR Framework and assist major organizational growth initiatives.

### Essential Duties and Major Responsibilities

#### *Implementation of HR Practices to Support Organizational Growth*

- Leads full cycle recruitment (sourcing, posting, recruiting, evaluating, closing, onboarding, and employee retention) front-line, direct service employees at school-based and traditional Clubs.
- Actively participate in weekly staffing meetings to report out on closed positions and upcoming events/recruiting actions.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions;



collaborates with managers and leaders to understand skills and competencies required for openings.

- Leads the coordination, preparation, and facilitation of first day, New Hire Orientation and collaborates with multiple departments on all onboarding needs.

#### *Development of HR Practices to Support Organizational Growth*

- Develop BGCLC's digital recruitment strategy.
- Collaborate with an HR Consultant Group to build out organizational HR framework and strategies.
- Develop HR-specific employee engagement touchpoints including, sending 30-60-90 surveys, exit surveys, planning engagement events, and other tasks as assigned.
- Establish and maintain a database of job descriptions, external advertisements, and high yield job boards.
- In collaboration with Marketing & Communications, develop content for and write all internal HR communications, including New Hire & Staffing Update, Employee Newsletter, and weekly job posting email.
- Provide a leadership team with monthly, quarterly, and annual reporting for hiring and turnover and all associate cost with employee life cycle.
- 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.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Maintains compliance and knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Attends and participates in employee disciplinary meetings, terminations, and investigations when needed.

**\*\*Assist with other duties as assigned.**

#### **Education**

- Bachelor's Degree from a regionally-accredited institution of higher learning in business, human resources or social services, or a related field of study. A master's degree is preferred.

#### **Experience**

- Two or more years of recruitment experience or volunteer coordination, preferably in a nonprofit setting. Other relevant experience may be substituted on a year to year basis.
- Two or more years of HR Generalist experience.

#### **Job Requirements:**

- Candidates must be able to pass a drug test, criminal and driving records investigation.
- The ability to read and write is necessary to complete reports and properly document program



and organizational data.

- A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

**Specialized Skills** (HR leader shall have the following knowledge and skill)

- PHR/SPHR or SHRM-SCP/SHRM-CP certification.
- Ability to act with integrity, professionalism, and confidentiality.
- A commitment to data driven decision making.
- Thorough knowledge of or ability to learn: the mission, objectives, policies, programs and procedures of BGCLC.
- A strong commitment to continuous growth and learning.
- Excellent interpersonal relationships, able to effectively communicate with top leadership, volunteers, and team members in a positive and professional manner.
- Proficiency in the use of Google Platform, Excel, PowerPoint, Word and database systems.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Proven Leadership skills, including negotiation, critical thinking, problem solving, decision making, and delegation.
- Strong communication skills, both oral and written.
- Able to meet deadlines, prioritize tasks, and exceptional time management

**Supervisory Expectations:**

This job has no supervisory responsibilities.

**Physical Demands and Work Environment:** (The phrases "occasionally", "regularly", and "frequently" correspond to the following definitions: "occasionally" means up to 1/3 of working time, "regularly" means between 1/3 and 2/3 of working time, and "frequently" means 2/3 and more of working time.)

- The work environment is the typical office environment. The employee must be able to complete their work satisfactorily in an environment where there are significant distractions including staff, clients, parents, children, volunteers, and vendors walking through and conversing, telephones ringing, conversations carrying over, loud noises, and interruptions to answer questions from others. Must be able to drive to sites or meetings.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms, and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds and should do so in a sound and safe manner. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



**Work Hours:**

<b>Work Hours</b>	7:00 AM to 6:00 PM. Hours vary and are dependent on business needs.
<b>40 Hour Work Week</b>	Monday through Friday, hours may vary with the workload.
<b>Evenings/Weekends</b>	As needed to satisfy the requirements of the position

**Core Competencies:**

- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.
- Oral Communication and Written Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information. Ability to communicate with clients or customers.
- Teamwork - Balances team and individual responsibilities; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Reasoning and Problem Solving - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values

**The above statements reflect the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation**

Apply by submitting a resume and cover letter to [careers@bgclarimer.org](mailto:careers@bgclarimer.org). Be sure to add the complete job title in the subject line of your email.