

Early Impressions Preschool & Child Care

Position Description – Human Resources Manager



Job Title	Human Resources Manager	Position Type	Full Time
Location	TBD	Direct Supervisor	VP of Operations

Job Summary

The Human Resources (HR) Manager oversees all aspect of human resources practices and processes within Early Impressions. The role is both strategic and hands-on, responsible for ensuring compliance with state and federal regulations, supporting a positive work place culture in alignment with Early Impressions' Purpose and Vision, and managing the full team member lifecycle. The HR Manager will partner with leadership and staff to ensure our team members feel supported, engaged, and empowered to deliver exceptional care.

Responsibilities

Recruitment & Onboarding

- Manage the full-cycle recruitment process, including job postings, screening, interviewing, and hiring.
- Develop and maintain onboarding programs to support new employee success.

Team Member Relations & Engagement

- Serve as a trusted resource for staff, addressing questions, concerns and conflicts with empathy and fairness.
- Implement programs and policies that promote a positive, inclusive, and high-performance culture.
- Lead initiatives to improve team member engagement, retention, and professional growth.
- Develop and implement initiatives and programs to improve employee satisfaction and reduce turnover.

Compliance & Policies

- Ensure compliance with state and federal labor laws, licensing regulations, and company policies.
- Maintain up-to-date employee handbooks, policies, and procedures.
- Oversee reporting requirements for state childcare programs, including licensing and subsidy programs.
- Evaluate and recommend compensation strategies to remain competitive in the childcare industry.

Training & Development

- Coordinate team member training and professional development opportunities in conjunction with the Professional Development Coordinator.
- Lead company's performance appraisal process, set clear benchmarks, and provide guidance to managers on giving feedback.
- Conduct analysis forecasting to ensure the company has the right talent to meet long-term objectives and support future growth.

HR Administration

- Maintain accurate and confidential HR records.
- Manage HR software and systems to streamline processes.
- Act as a consultant and trusted advisor to the leadership team and other managers on all HR matters.
- Inform all employees of benefits, monitoring and completing enrollment in company benefits, including workman's compensation.
- Other duties as assigned.

Job Requirements

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum 3-5 years of HR management experience; experience in childcare, education, or related fields strongly preferred.
- Knowledge of Michigan Labor Laws and childcare licensing requirement is highly desirable.
- Strong interpersonal, communication, and problem-solving skills.
- Ability to balance strategic planning with hands-on day-to-day responsibilities.
- HR Certification (PHR/SPHR/SHRM-CP/SHRM-SCP) is a plus.

Salary & Benefits

- Annual Salary - \$50,000
- Health, Dental & Vision Insurance
- Simple 401(k) Retirement Plan
- Holiday Pay – eligible after 90 probationary period
- Free Child Care for Children 2 years and 6 months and older
- Paid Time Off (PTO)