



**BOYS & GIRLS CLUB**  
OF BULLOCH COUNTY

## **Position Description**

### **Human Resources & Compliance Specialist**

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The primary functions of the Human Resources & Compliance Specialist are to handle daily administrative and HR duties and will assist with the day-to-day operations of the HR department including recruitment, onboarding, and employee record maintenance, benefits and facility compliance.

#### **Essential Duties**

- Advertising employee job openings first internally, then externally in keeping with company recruitment policy
- Screening and scheduling interviews with appropriate staff
- Onboarding new employees
- Tracks 90-day new hire performance reviews and annual reviews
- Track and assist with benefit qualifications, open enrollment, distribution & collection of required documents
- Perform exit interviews
- Assigning new volunteers in order to match them with an opportunity, in the Club, that suits their skills set and serves the organization; background screenings, telephone reference checks, etc.
- Keeping track of program and facility compliance for government funded grants
- Provide and track on-going training opportunities for staff
- Participate in all staff meetings and attend other meetings and seminars as necessary;
- Participate in developing department goals, objectives, and systems
- Works to ensure smooth communication with employees and/or management

#### **Required skills/knowledge**

- 3 years minimum experience in a front office environment with a High School Diploma or GED
- An interest in and curiosity for data input and analysis
- Experience in an administrative/customer service environment; must be able to work effectively with staff of all levels, volunteers, investors and parents
- Exceptional organizational skills and attention to detail; ability to multi-task and stay on task
- Strong communication and customer service skills; must be able to maintain a positive, professional demeanor with challenging circumstances in a fast-paced environment
- Excellent use of QuickBooks Online and Microsoft office products: Outlook, Word, Excel,
- An understanding of confidentiality of sensitive information and keeping sensitive documents secure

#### **Relationships**

*Internal:* Maintains close, daily contact with Centers and Finance Department staff (professional and volunteer), all employees to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

*External:* Maintains contact with external community groups, schools, and others to assist in human resource and compliance process.