



January 9, 2024

Now Hiring – Director of Human Resources

We are now accepting applications for the position of Director of Human Resources. This is an exciting full-time position that works under the direction of the Executive Director.

Starting salary for this position is dependent on education and previous experience. Benefits include paid time off (PTO), holidays and inclusion in the Wyoming Retirement System. You will also be eligible to participate in the organization's health care plan and other health related benefits and reduced cost staff meals.

Please submit application and resume, along with three relevant references to the attention of Carmen Rideout through the front desk of The HUB – 211 Smith Street, Monday-Friday, between the hours of 8:00 a.m. – 4:00 p.m., or by email to crideout@thehubsheridan.org. You may also obtain an application from our website @ www.thehubsheridan.org.

The Hub...on Smith is an equal opportunity provider, an equal employment opportunity and "At Will" employer. You will be notified by phone if an interview is desired.

Thank you for your interest in employment with the Hub on Smith, A Center for all Generations.

Warm regards,
Sheree Childers-Cossel
Director of Human Resources

SENIOR CITIZENS COUNCIL JOB DESCRIPTION

POSITION: Director of Human Resources
LOCATION: 211 Smith Street
Sheridan, WY 82801
REPORTS TO: Executive Director

Position Summary: The Human Resources Director will play a pivotal role in cultivating a culture of optimism, respect, professionalism, service excellence, and collaboration within the Hub on Smith, a senior center employing 100 individuals. Reporting directly to the Executive Director, the Human Resources Director is a vital member of the Leadership Team and works closely with the employees and volunteers of the organization.

Essential Job Functions Include:

Leadership for Human Resource Management:

- Oversees all aspects of human resource management for both employees and volunteers.
- Develop, update, and enforce the Employee Handbook reflecting our cultural values.
- Stay abreast of current employment laws, rules, and regulations, and communicate changes to the leadership team.
- Manage employee compensation, payroll, and benefits.
- Mediate and guide employee conflict resolution and problem-solving processes.

Talent Acquisition and Onboarding:

- Develop robust organization-wide onboarding program.
- Support and assist supervisors throughout the hiring process, from recruitment and interviewing to onboarding new employees.
- Provide support and assistance to exiting employees.

Compliance and Documentation:

- Maintain organized and complete employee files.
- Develop, facilitate, and ensure the execution of an impartial employee evaluation process.
- Ensure staff completion of organization-wide required training and maintain documentation and logs.
- Demonstrate comprehensive expertise in insurance administration, payroll processing, W-2 management, workman's compensation, unemployment insurance, FMLA compliance, HIPAA, COBRA administration, and proficiency in handling Wyoming State retirement programs.
- As a member of Risk Management Team maintain incident/accident reports and logs.

Cultural Leadership:

- Provide leadership to promote the organization's cultural values.
- Champion diversity, equity, acceptance, and inclusion initiatives within the organization by developing and implementing policies, programs, and practices that foster a culture of belonging.
- Lead efforts to attract, retain, and promote a diverse workforce, ensuring equal opportunities for all employees.
- Plan and facilitate organization wide communication, information, and appreciation.

Supervisory Responsibilities:

- Supervises the Volunteer Coordinator and Payroll Accounting Specialist positions.

Physical Demands:

- Occasionally transfer, lift, and position objects.
- Frequently communicate and exchange information with others.
- Regularly observe and assess clients, staff, and volunteers.
- May be required to sit at a computer station for extended periods to complete essential job functions.

Special Knowledge, Skills, and Abilities:

- Strong leadership skills and abilities.
- Ability to work on multiple projects simultaneously.
- Knowledge, understanding, and experience in human resources.
- Strong time management and organizational skills.
- Experience working with older adults and people with disabilities.
- Effective communication, both orally and in writing.
- Computer skills, including the ability to learn and effectively use extensive software and programs.

Minimum Qualifications:

- Bachelor's degree in human resources, or a related field.
- 5 years of experience with a demonstrated command of the skills and abilities.
- SHRM-CP, SHRM-SCP, or other HR certifications are highly desirable.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Senior Citizens Council is an equal employment opportunity employer.