

JOB TITLE: Human Resources Generalist	FLSA: Part Time, Non- Exempt
DEPARTMENT: Executive	LOCATION: Hybrid - Newark
REPORTS TO: VP of Governance & Office of the CEO	DATE: July 2022

As Girl Scouts, we are committed to the mission of the organization. Our core values guide us in our everyday actions as we strive to fulfill the mission. We uphold these core values in our own work and promote them to our volunteers. They represent what we believe in, what we stand for, and how we approach everything we do. All staff at Girl Scouts of the Chesapeake Bay (GSCB) are expected to uphold the values that drive our goals and make delivering the Girl Scout mission possible: Collaboration, Authenticity, Innovation, Relationships & Stewardship.

Job Summary

The Human Resources Generalist works closely with the leadership team to assist with coordination and implementation of services, policies, and programs to GSCB. The generalist assists with benefits administration, recruitment, onboarding, leave administration, employee services, records management, and other Human Resources related duties. The generalist will act as the main point of contact for employee queries on all HR-related topics and is accountable for handling confidential information with a high degree of discretion and responds effectively to changing workloads and priorities delivering maximum value to the Council as a whole.

Essential Responsibilities

- Administer compensation, benefit plans, and processes required documentation to ensure accurate record keeping and proper deductions.
- Administering the hiring process of the organization, including job posting (internal and external), preliminary interviews, reference and criminal pre-employment checks, pre- and post-employment processing and ensuring that equal employment opportunity policies and procedures are followed.
- Administering the Human Resources portion of iSolved, maintaining records, tracking and analyzing confidential personnel information, and updating personnel files.
- Initiating the new employee onboarding process and conducting orientations for new employees to familiarize them with policies, benefits, payroll schedules and other matters related to their employee status.
- Initiating employee offboarding process by conducting exit interviews, notifying the appropriate parties of the change in employment status, and updating personnel files accordingly.
- Resolves employee concerns related to all Council sponsored benefits and acts as the primary contact with all benefit carriers.
- Provide support to employees in various HR-related topics and resolve any issues that may arise
- Works with hiring managers to develop job descriptions.
- Verifying benefit invoices for accuracy and processing for payment.
- Assist in development and implementation of human resources policies.
- Implementing and maintaining the performance management system to ensure effectiveness, compliance, and equity within the organization.
- Ensure compliance with labor regulations.
- Documents and tracks human resources actions by completing forms, reports, logs, and records.
- Has knowledge of GSCB handbooks, guidelines, safety measures, ACA standards, policies, and GSCB's way of work.
- Performing other duties as assigned.

Competencies and Skills

- Excellent oral and written communication and people skills.
- Effective communicator able to explain policies and procedures to employees and vendors.
- Ability to work with limited supervision by driving projects forward autonomously.
- Ability to work in a dynamic environment and the flexibility to handle multiple priorities simultaneously.
- Ability to analyze data and to assess its impact on the organization.
- Ability to recognize what results are important – and what steps need to be taken to achieve them.

Work Environment

GSCB's service area covers 14 counties in Delaware and the Eastern Shores of Maryland and Virginia. GSCB operates offices in Newark, DE, and Salisbury, MD: and maintains camp properties in Hockessin, DE, Earleville, MD, Denton, MD, and Fruitland, MD. The job is primarily performed at our Newark office utilizing a hybrid work model, but on occasion, training or work events can be held on any of our properties.

Required Education and Experience

- Bachelor's or higher in related field with four years of directly related work experience
- Strong knowledge of employment/labor laws
- Strong proficiency in Microsoft Office Suite including Outlook, Power Point, Word, and Excel.
- Experience in HRIS platform (e.g., iSolved) will be a plus, aptitude for learning new cloud-based technology.
- Considerable knowledge of principles and practices of HR administration
- Ability to multi-task, meet deadlines and facilitate projects to their completion.
- Highly motivated, adaptable, and able to function in a fast-paced environment.
- Excellent communication skills including in-person, phone, and written communication with ability to pay close attention to detail and maintain confidentiality

Additional Qualifications

- Must have excellent organizational and project management skills
- Must have a demonstrated commitment to diversity, equity and inclusion (DEI)
- Ability to work well as a part of a team with a service mindset
- Ability to problem-solve and work autonomously
- Possess sound judgment and decision-making
- Positive and professional attitude at all times
- Excellent customer service skills
- Well-disciplined and self-starter

Preferred Education and Experience

- Bachelor's Degree

Direct Reports

- N/A

The Following Requirements Apply to All Positions

- Become a registered member of the Girl Scouts of the United States of America. Have working knowledge of the Girl Scout philosophy and program and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained. While all jobs involve dealing with stressors, the stressors may vary job to job.
- Adaptable and flexible work environment including but not limited to working additional hours as business needs may require, handling more than one task concurrently and easily adapting to new assignments, systems, and processes.
- Possess a valid Driver's License, current insurance, and regular access to a reliable vehicle.
- While all these continuing responsibilities apply to all jobs in Girl Scouts, the specific ways in which they apply, vary from job to job.

Girl Scouts of the Chesapeake Bay is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability, or any other federal, state, or local protected class.