

THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Job Description
August 2019

Job Title	Human Resources Coordinator
Department	Administration
Reports to	Chief Administrative Officer

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: per week <input checked="" type="checkbox"/> Days <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Holidays	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

The Human Resources and Volunteer Coordinator is responsible for the ongoing administration of the Da Vinci Science Center's human resource department including coordinating the recruiting and hiring process, administering the payroll process, overseeing the benefits process, administering the employee engagement process, and maintaining the Center's personnel records.

The person is also responsible for the ongoing implementation, quality, growth and sustainability of the Da Vinci Science Center's volunteer program. This includes volunteer recruiting, interviewing, and training individuals that will help the Center bring science to life and lives to science.

SPECIFIC JOB RESPONSIBILITIES

- Coordinating the Center's hiring process including recruiting candidates, screening candidates, interviewing candidates and conducting the new hire on-boarding process.
- Working with the CAO and the Center's Leadership Team to improve the recruiting and hiring process.
- Administering the Center's payroll system.
- Administering the Center's employee engagement process including ensuring that adequate training and employee development takes place, ensuring that annual employee performance reviews are conducted, and participating on engagement teams as needed.
- Periodically review and update the employee manual under the direction of the CAO.
- Keep up-to-date on current labor laws and assist with compliance.
- Working with the Center's Insurance Broker and the CAO to ensure that appropriate benefit plans are in place and providing any information required to the Broker for maintenance of the plans.
- Maintaining the Center's confidential personnel files (hard and soft) and employee databases.
- Assisting the Center's Leadership Team and the CAO in addressing personnel issues which may arise from time to time.
- Coordinate the Center's Volunteer Program to recruit both adult and teen volunteers.
- In conjunction with the Center's Leadership Team, provide introductory and ongoing training for volunteers.
- Regularly survey the Leadership Team regarding volunteer/intern needs and recruit volunteers and interns for these positions.
- Maintain positive relationships with colleges and volunteer centers to enable successful volunteer

and staff recruitment

- Screen and interview volunteer applicants
- Maintain accurate account of volunteer hours
- Manage volunteer clearances, and process reimbursements

EDUCATION REQUIREMENTS

- Bachelor's degree required.
- Minimum of two years' experience in a similar role; experience working with the public.
- Proficiency in MS Office (Word, Excel, Power Point and Outlook) required.
- Experience with payroll and accounting systems preferred.
- Ability to thrive in a fast-paced environment.
- Ability to work with limited supervision.
- Ability to safeguard confidentiality of information.

PHYSICAL DEMANDS OF THIS JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Human Resource Administrator and Volunteer Coordinator job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job.

The employee is occasionally required to be on their feet for four (4) hours at a time.

While performing the responsibilities of this job, the employee must occasionally move or lift up to and including 10 - 20 pounds.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the Human Resource Administrator and Volunteer Coordinator job, these work environment characteristics are representative of what may be encountered. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

The noise level in the work environment is usually moderate but can be loud during busy times.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police and Pennsylvania Child Abuse Registry and FBI fingerprinting checks are required.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the man Resource Administrator and Volunteer Coordinator position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. ***Management reserves the right to revise duties as needed.***

Director / Manager
Approval

CEO / Executive
Director Approval

Title

Date

Date

Employee
Acknowledgement

Date