



Human Resource Director Job Description

Youth Dynamics Mission Statement:

To invite and challenge youth to a lifelong adventure with Christ and His church.

Position Overview:

If you desire to serve in a Christian workplace and use your skills to help fulfill the mission of Youth Dynamics, this could be a great opportunity for you.

We are seeking to hire full-time Human Resource Director to help Youth Dynamics successfully fulfill our mission. This person will be responsible for the human resources program, policies, and practices by either performing the following duties personally or through individuals throughout the ministry.

Primary Responsibilities:

1. Develop and propose equitable, legal, cost effective employment policies to the President and Leadership Team.
2. Post open positions. Recruit to ensure adequate pool of qualified current applicants. Screen applicants, conduct applicant tracking, assist hiring managers in the selection process. Monitor application of policies for uniformity and fairness throughout the ministry. Ensuring managers have all necessary tools to make job offers (e.g. wage scale, insurance options, job descriptions). Oversee hiring process including processing applications and reference forms, and background checks.
3. Ensure that all exit interviews, grievances, and disciplinary procedures are followed.
4. Maintain performance, pay, and training schedule for all staff. Ensure records of evaluation are kept current.
5. Working with Leadership and Managers, assist with new staff orientation, on-the-job training, as needed, and in-house training programs for staff.
6. Other duties as assigned by supervisor (President) including insurance inquiries, risk management processing, and some communications.

Preferred Knowledge, Skills and Abilities:

- Knowledge of principles and practices of general business administration including personnel practices and employment laws, program budgeting, general accounting, financial analysis, and fiscal management practices.
- Skill in assessing operation, program, staffing and fiscal needs.
- Skill in effectively communicating information through verbal and written correspondence to employees, donors, customers, and the general public, including writing reports, business correspondence and procedural manuals.
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine, calculator)

Job Requirements:

- A degree in Human Resources or Business Administration and 3 or more years of human resource experience (preferred)
- Experience in designing and implementing systems and procedures
- Collaborative management style and approach. Strong leadership skills.

- Excellent verbal and written communications skills
- Fundraising 100% or more of personal support.

Competencies and Qualifications:

1. Active and growing relationship with Christ.
2. Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds
3. Attention to detail
4. Work independently and within a team, with initiative, yet accept direction

Job Type: Full-time

To Apply:

Please send in your resume and with a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics. Reply by email to hr@yd.org

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