



## **HR Coordinator**

October 2021

Non-exempt

Reid Park Zoological Society is seeking an HR Coordinator. Associates degree in Business Administration or 2 years' HR work experience preferred. This position is open until filled.

The Society is a 501(c) (3) nonprofit organization whose mission is to create inspiring memories for all by connecting people and animals to ensure the protection of wild animals and wild places. We provide educational and fun experiences for visitors of all ages. Reid Park Zoo is the largest attended cultural attraction in Southern Arizona with approximately 500,000 visitors annually. Be a part of a vibrant, growing organization as Reid Park Zoo implements an exciting master plan that will be investing over \$60M in new exhibits over the next ten years.

To apply, please forward a resume to [hr@reidparkzoo.org](mailto:hr@reidparkzoo.org) No phone calls or visits please. This position is open until filled. We are an Equal Opportunities Employer. **We are committed to attracting and retaining a diverse staff by creating an inclusive environment.**

**Overview:** Provision of recruitment & administrative support to HR Department.

**Reports To:** Director, Human Resources.

**Schedule:** Part-time hours

### **Responsibilities:**

#### **Recruitment**

- Post job openings and respond to enquiries.
- Schedule and conduct interviews.
- Reserve meeting room and conduct New Employee Orientation.
- Send out regret emails to unsuccessful applicants.
- Forward completed new hire paperwork to Oasis payroll contact.
- Enter new hire details on relevant spreadsheets.

## **Compliance**

- Update TB Skin Test (TST) records periodically. Assist with scheduling annual visit of healthcare provider to administer TST's. Assist with paperwork/ instructing employees at event, if required.
- Schedule annual flu shot clinic including healthcare provider.
- Update COVID-19 records.
- Update hepatitis B records for Blood Borne Pathogen program.
- Schedule pre-employment drug screening and background checks.
- Update respirator medicals and annual re-evaluation for respirator program.
- Update first aid/ CPR records and coordinate bi-annual training/ recertification.
- Forward driver license details to Drachman Insurance for staff that drive zoo vehicles on public roads.
- Update new hire and leaver records.

## **Training**

- Research training providers/ costs & to deliver training as per training schedule and Personal Development Plans.
- Schedule training sessions. Send out meeting requests to participants and track.
- Ensure that training location has required resources such as computer/ projector/ chairs set up etc.
- Create sign-in sheet for training sessions. Update training & employee records.
- Track online training and send reminders to staff.
- Enroll new hire staff in online training.

## **General**

- Assist HR Director with follow up actions from various committees.
- Respond to HR emails and messages delegated by HR Director.
- Assist with year-end activities and Open Enrollment plus special projects.
- Archive employment records and update tracking spreadsheet.

## **Other duties as assigned**

## **Preferred Qualifications, Skills and Abilities**

- Associates in Business Administration or 2 years' HR work experience preferred.
- Ability to respect confidential information and not share inappropriately with others.
- Security minded with good situational awareness to ensure that access to HR office is restricted & sensitive employee data/ records are protected.
- Independently minded and resourceful.
- Excellent customer service.
- Willing to help others by problem solving and/ or helping them to contact the correct source of assistance.
- Regular attendance at work.
- Strong computer skills with proficiency in MS Word, Excel, Outlook and Internet Explorer.

- Demonstrated ability to tactfully handle stressful situations, maintain confidentiality and respect and observe organizational protocol.
- Demonstrated ability to establish and maintain effective working relationships with all stakeholders including employees, volunteers/ docents and guests.
- Able to work flexible work schedule and adjust as required.

*Consistent with the Americans with Disabilities Act (ADA), it is the policy of Reid Park Zoological Society to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Human Resources Dept [hr@reidparkzoo.org](mailto:hr@reidparkzoo.org)*

<b>Reviewed By:</b>	<b>Signature</b>	<b>Date</b>
Employee:		
HR Director:		