

HUMAN RESOURCES MANAGER/FINANCE ASSISTANT



FULL-TIME SALARIED POSITION
DEPARTMENT: Human Resources
FLSA JOB STATUS: Exempt
REPORTS TO: General Manager



JOB SUMMARY:

Responsible for implementing, coordinating and/or administration of all Human Resources programs, policies and procedures. Leads Human Resources initiatives and special projects. This position interacts frequently with Park Management and Corporate staff and must exercise discretion and independent judgment in formulating and applying human resources and other management policies to non-routine and complex challenges.

Duties include, but are not limited to: Training, staffing, recruitment, on-boarding process, disciplinary action/counseling, employee recognition programs, benefits administration, workers' compensation management, wardrobe management, and employee relations.

KEY DUTIES AND RESPONSIBILITIES:

- Creates the annual business plan for all areas of Human Resources and Wardrobe, including policies, processes, procedures, and budgets.
- Oversee the management of the park's HRIS systems, ensuring accuracy of employee data.
- Provide advice to managers and supervisors regarding both exempt and non-exempt employee relations and performance issues. Ensures that corrective employee coaching and counseling are handled in a fair and consistent manner.
- Maintains constant communication with all employees
- Travels within the City to participate in recruitment visits to high schools, colleges, and community locations.
- Collaborate with management on initiatives to improve employee morale and reinforce core values.
- Accounts Payable entries and tracking
- Accounts Receivable entries and tracking
- Ticket Printing
- Train, Hire and Oversee Cash Control staff
- Perform other duties as assigned.

The best qualified candidates will have the following:

- Prior experience in the recruiting of hourly employees and proven recruitment strategies designed to build strong candidate pipelines
- Experience in training and development, including the design and facilitation of classes focusing on safety and guest service
- Human Resources Management experience providing generalist responsibilities for a diverse team
- Knowledge of labor laws and personnel file maintenance
- Experience with employee recognition programs

SKILLS / QUALIFICATIONS / REQUIREMENTS:

- Highly developed interpersonal, verbal and written communication skills, including presentation skills; ability to communicate clearly
- Demonstrated ability to lead people and get results through others.
- Ability to organize and manage multiple priorities.
- Must have the ability to make recommendations to resolve problems or issues and to effect continual improvements by using judgment that is in consistent with standards, practices, policies, procedures, regulation or government law.
- **Education:** College Degree preferred
- **Experience:**
 - Basic Functional Experience – 3 to 5 years of HR or theme/waterpark supervisor experience
 - Prior theme/water park human resources experience highly preferred but not required
- **Computer Programs:** Proficient in MS Word, Excel, PowerPoint, and Outlook.
- **Travel:** Must possess a valid driver's license.
- **Schedule:** Must be able to work varied shifts, including holidays and weekends.

PHYSICAL DEMANDS:

- Must be able to stand, stoop, crouch, twist, push, and lift for brief and/or extended periods of time
- Must be able to walk comfortably throughout the course of the day over various surfaces
- Must be able to work in all weather conditions including exposure to direct sunlight.
- Must be able to lift, carry, move, and/or position items weighing up to or in excess of 50 pounds.
- Must be able to lift and lower 50 pounds above shoulder level