



## **Human Resources Intern**

### **Forest Preserve District of Kane County**

**Contact Name:** Shelley Kouzes

**Contact E-mail:** kouzesshelley@kaneforest.com

**Contact Phone:** 630-208-8662

**Closing Date:**

**Salary:** \$16.00 per hour

#### **Description:**

The District is excited to offer an internship opportunity adding resources and talent to the organization's growing HR support needs. This invitation to apply is for those looking for public sector experience that encourages creativity, service to community, learning and growth in the fields of human resources, safety, and volunteer management.

**Who we are:** The District fosters a welcoming and inclusive work environment in which everyone is valued, respected and experiences a sense of belonging. We strive to be an employer of choice and we share common goals that allow us to provide the very best forest preserve experience to the broader Kane County community.

**What we do:** Our Mission at the Forest Preserve is to acquire, hold and maintain lands within Kane County that contribute to the conservation of natural and historic resources, habitats, flora and fauna; and to restore, restock, protect and preserve such lands for the environmental education, recreation, pleasure and well-being of all its citizens. Everyone on our team contributes to us achieving this mission.

**What the job is:** The Human Resources Intern joins the Human Resources Director, HR Generalist, Safety and Wellness Coordinator, and Volunteer Coordinator in supporting all aspects of the District's people operation's needs. The HR Intern will be a true generalist and work in all aspects of human resources, including recruitment, training, benefits administration, record keeping and reporting. They will also have the opportunity to participate in field and volunteer events in our preserves. All of the HR Intern's work will be completed with an eye toward continuous improvement and delivering excellent customer service. The intern will have exposure to all departments and play an important role in the District being staffed, trained and ready to provide the very best services.

**Why the Forest Preserve District of Kane County:** As a local government and as an employer, we prioritize building a positive culture, environmental sustainability, continuous improvement, sound financial management, ethical government and providing the highest level of service to all of our residents and visitors.

**Here's what you'll do in a typical day (and a few special projects):**

- Help find the best talent to join the District's team by supporting recruitment processes and assembling employee onboarding materials
- Assist with maintaining current and compliant records, including participating in the department's record retention activities
- Contribute to the sharing of information by compiling various informational documents, materials and reports, including the District's new hire report, organizational chart, and telephone directory
  - Support implementation efforts related to the District's compensation and classification study outcomes and employee performance evaluation re-design
- Empower the District's team to continue providing excellent services by coordinating organization-wide training and maintaining training records including collaborating on projects to update and brand a defensive driving training module, serve as a "certified helper" in First Aid/CPR training courses and assist with the development of other table top drills and training
- Support the District's centennial by collaborating on a special project to incorporate a public safety/risk management component to its celebration
- Promote a culture of wellbeing by supporting the District's employee wellness program through organizing wellness initiatives based on annual health screening aggregate data
- Research the Blue Cross/Blue Shield member resources and communicate options to employees
- Engage with the community through working with volunteer special needs groups and tabling community special events (job fairs, farmers markets, green fairs, etc.) as assigned
- Assemble data and develop and produce statistical reports to be used for decision making purposes, including supporting the environmental services team in information gathering around carbon use and light pollution
- Assemble data and develop and produce statistical reports to be used for decision-making purposes
- Lead the way by providing outstanding customer service

## **Required Qualifications**

### ***Education and Experience***

- Persons with or students pursuing an education in human resources, business administration, public administration, organizational psychology, safety or a related field will be best suited for this position
- Individuals with direct experience in human resources, workplace safety and wellness, or those with volunteer management experience are most qualified

### ***Functional Knowledge***

- Knowledge of federal and state labor and employment laws, particularly those related to local government
- Ability to acquire and apply understanding of department and District operations, policies and procedures
- Strong analytical skills and a curiosity about how to improve processes and continue delivering more value
- Attention to detail

### ***Interpersonal and Communication***

- Excellent communication skills
- Demonstrated customer service aptitude
- Ability to work independently and with teams
- Capacity to accept direction from multiple individuals
- Skill in building strong working relationships
- Commitment to maintain strict confidentiality of private, sensitive or confidential information

### ***Physical Requirements and Work Environment***

- Frequent talking and listening
- Occasional walking and standing

- Lifting, pushing and pulling up to 10 pounds frequently and up to 20 pounds occasionally
- Walking, grasping, lifting and carrying objects; reaching, operating office equipment
- Strong emphasis on workplace safety
- Ability to meet deadlines and manage frequent interruptions

### **Compensation and Benefits**

The hourly rate of pay for the position is \$16.00 and the position is classified as FLSA non-exempt (eligible to earn overtime). The District offers great benefits to interns, including a flexible schedule and paid time off.

### **How to Apply**

Apply online at [www.kaneforest.com/careers](http://www.kaneforest.com/careers). Complete applications will include a cover letter and resume. The position will remain open until filled, applications will be reviewed as they are received, and selection may be complete as early as July 1, 2024.

Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact the Human Resources Department by telephone at 630-208-8662 or by email at [HRForest@kaneforest.com](mailto:HRForest@kaneforest.com). The Forest Preserve District of Kane County is an Equal Opportunity Employer.