



## Human Resources Coordinator Palatine Park District

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**Closing Date:**

**Salary:** \$55,000-\$65,000

### **Description:**

Are you ready to embark on a dynamic career journey that blends your professional acumen with interpersonal prowess? Look no further!

Palatine Park District is looking for a talented Human Resources professional with exceptional people skills and attention to detail to join our fun and enthusiastic team.

At Palatine Park District, we're about people. We're a vibrant and innovative park district committed to delivering top-notch services to our patrons while fostering a supportive and inclusive work environment for our team members. Join us as we continue to make a difference and set new standards in parks and recreation.

### **What You'll Do:**

- Process new hire paperwork, train and orient, and ensure compliance with federal and state laws and regulations.
- Assist managers in recruiting and retention of full time and part time employees, create job ads and postings, attend community recruitment events and job fairs, maintain postings and partner relationships for referrals.
- Assist with benefits administration including enrollment, termination, COBRA, retiree continuation and renewals.
- Serve as a primary point of contact for HR related issues and employee relations.
- Train employees on policies, procedures and best practices for human resources.
- Monitor and process background checks, employee physicals and drug screens and I-9 verification.

### **What We're Looking For:**

- Enthusiastic and positive human resources professional who enjoys working as a team.
- Bachelors degree in Human Resources, Non-Profit management, Public Administration, Parks & Recreation or closely related field.
- Two (2) years experience in Human Resources or equivalent experience.
- Strong organizational, analytical, program solving skills and attention to detail.
- Strong customer service and leadership skills.
- Familiarity with HRIS systems and Microsoft office suite

## Why You Should Join Us:

- Exciting opportunities for professional growth and career advancement
- A supportive and inclusive work culture that values your contributions and celebrates success
- Competitive compensation package with benefits and perks
  - Health/Dental/Vision insurance for individual and family
  - Paid life insurance
- A retirement plan with the Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, personal days, holidays, and sick time
- Unlimited in-house complimentary programs
- Seasonal pool passes for indoor and outdoor pools (individual and family)
- Fitness Center membership (individual and family)
- Discount at Palatine Hills Golf Course
- The chance to work with a dynamic team of professionals dedicated to excellence and innovation.

At Palatine Park District, we are all about our Community. Entertaining recreation programs, beautiful parks, and facility fun to create Park and Rec Life. A career with Palatine Park District is so much more than a job; it is choosing to live the Parks and Rec life. It's about being a positive influence on the community, growing as a person and the friendships that you make with your fellow staff members.

The salary for this position is \$55,000-\$65,000

Apply via our website: [www.palatineparks.org](http://www.palatineparks.org)

**If you are ready to take the next step in your career, come join us and Live the Parks & Rec Life!**