



Manager of Human Resources

Northwest Special Recreation Association (NWSRA)

Contact Name: Paul Friedrichs

Contact E-mail: pfriedrichs@nwsra.org

Contact Phone: 847-392-2848

Closing Date: 2025-05-09

Salary: \$65,000 - \$75,000 DOQ

Description:

Position Summary:

Lead Association's human resource functions, ensuring talent management, and employee relations. Enforce and evaluate legally compliant human resources policies, procedures, best practices and programs.

Essential Duties and Responsibilities:

Personal Management

- Recruit, hire, orient, train, supervise and evaluate direct reports including ongoing communication through meetings, in writing and oversight of responsibilities.
- Evaluate the progress of employees and make recommendations to the Executive Director for salary adjustments.
- Monitor development and coordination of department's projects in area of responsibility.
- Oversee the supervision and monitor the progress on special projects for direct reports.
- Assist in the hiring process for all Association employees as needed. Guide the professional and personal development of direct reports by seeking and creating opportunities for their further development.
- Provide proper orientation, job instruction training and in-service training to employees.

Association Operations and Administration

- Cooperatively work with the Executive Director, Administrative Team and Managers to plan the Association budget, produce quarterly reports, determine annual goals and objectives and personal goals for self and direct reports.
- Cooperatively work with Executive Director, Administrative Team and Managers to plan Association's employee training, reports, calendars, surveys, computer reports enhancements, board reports, public relations activities, formal bid requirements, etc.
- Assist the Executive Director and Administrative Team with Association planning and development including long range plans, developing new policies and procedures, completion of annual reports, fundraising opportunities, distinguished agency requirements, etc.
- Ability to multi-task, prioritize and meet multiple deadlines under pressure while maintaining strong attention to detail.

- Ability to perform basic record keeping functions and to assist in the development of systems to streamline the process.

Communication and Outreach

- Provide physical and emotional support to both children and adults with limitations when working and participating in activities requiring assistance. Must be able to respond to the needs of individuals with disabilities.
- Develop and maintain effective communications with NWSRA and SLSF Board members, legislators, businesses, sponsors, donors, salespeople, community members, parents, Member District employees and Association personnel.
- Represent NWSRA and SLSF at meetings, presentations, events, and expos supporting community access to recreation for individuals with disabilities related to the disability groups served by the Association, gather program suggestions and build awareness of Association services.
- Gather program and service suggestions and work with the Administrative Team to adjust program offerings and conduct surveys to gather the needs, interest, questions, suggestions and/or problems from participants, parents and employees.
- Treat public complaints and concerns with the utmost attention and courtesy.

Position Specific Responsibilities

- Serve as liaison to PDRMA in the ongoing improvement of Association safety program while developing new procedures and documenting action as recommended.
- Claims Manager to PDRMA and implement a standard system for claims reporting for the Association.
- Manage and communicate worker's compensation and unemployment compensation claims and handle all claims made.
- Oversee Association drug and alcohol testing program for Association employees, trained drivers and pre-employment testing.
- Assist the Executive Director and Administrative Team with the revision of job descriptions and evaluations
- Create and post all full-time job openings with the Executive Director, Administrative Team and Managers as required by hiring needs.
- Provide reports on human resources issues to the Executive Director as requested.
- Oversee systems used to hire employees, including background checks, pre-employment physical exams/drug tests, communications and coordinate office arrangements.
- Request business cards, email set-up, office furniture, computers, telephones and other tools necessary for new full-time hires.
- Oversee recruitment outreach including job fairs, school career programs and community events.
- Oversee development and maintenance of personnel files for all Association employees.
- Provide employees with information regarding benefits and enrollment as required in health and other insurance plans, pension plans, flexible spending and other programs
- Oversee dismissal process including formulating dismissal letters, scheduling and attending dismissal meetings, filing and processing all necessary paperwork.
- Coordinate full-time employee in-service training, including survey of employees for topics, establish annual training calendar and maintain record keeping for sign-in sheets and agendas.
- Oversee NWSRA's file collection and record retention program in accordance with the State of Illinois' record retention procedures.
- Oversee the Association certification program and professional memberships.
- Serve as a FOIA and OMA (Open Meetings Act) Officer for the Association.
- Serve as the IMRF Authorized Agent for the Association.
- Oversee the Association Longevity Program.

- Other duties as needed to help drive our Vision, fulfill our Mission and abide by NWSRA's Core Values.

Position Qualifications

- Graduate from an accredited college or university with a bachelor's degree in Business Administration, Human Resources, Finance, Parks and Recreation or related field of study.
- PHR/SPHR and/or SHRM-CP/SHRM-SCP preferred
- Current Certified Park and Recreation Professional (CPRP) or the ability to get certified within an allotted amount of time determined by the policy of the Association and/or the Executive Director.
- A minimum of three – five years of full-time Human Resources experience.
- A minimum of three - five years of full-time employee supervision and experience with human service agencies or local government agencies is preferred.
- Highly motivated, self-starter, outgoing and confident with excellent interpersonal and communication skills in the oral and written format is required.
- Demonstrate strong leadership qualities including confidence, maturity, flexibility and professionalism.
- Demonstrate thorough knowledge of the theory and philosophy of community recreation and have a commitment to people with disabilities.
- Management style that includes well-developed organizational skills, proven administrative leadership and positive interactions with NWSRA employees, NWSRA Board of Directors, SLSF Board of Trustees, legislators and public.
- Work independently, solve simple to complex problems, demonstrate dependability, promptness, punctuality and convey a positive attitude to others.
- Serve as the vehicle for communication from the Executive Director to ensure that the mission, vision, policies and procedures of the Association are clearly communicated to all employees.
- Strong interpersonal skills and the ability to effectively communicate with employees, Board Members, interns, volunteers, drivers, parents/guardians, participants, Member District and school district personnel, as well as members of the public and demonstrate a flexible, patient and courteous manner.
- Demonstrate decision making, advanced planning, organizational skills and the ability to perform required duties under stressful situations without supervision.

Application closing date is May 9, 2025

Benefits we offer:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Group Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension Plan
- Mission Square Retirement 457b Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Personal Days
- Employee Assistance Program (EAP)