



Human Resources Assistant

Dundee Township Park District

Contact Name: Laura Alvarado

Contact E-mail: lalvarado@dtpd.org

Contact Phone: 847-428-7131

Closing Date: 2026-09-11

Salary: \$55,000-\$60,000 DOQ

Description:

Support Employees. Strengthen Culture. Make a Difference.

Are you passionate about helping people, creating positive employee experiences, and supporting a thriving workplace culture? The Dundee Township Park District is seeking a detail-oriented and customer-focused **Human Resources Assistant** to support all areas of Human Resources, including recruitment, onboarding, benefits administration, employee support, training coordination, and compliance. This position provides an opportunity to make a meaningful impact on the employees who help serve our community every day.

Why This Role Matters:

People are at the heart of everything we do. As the Human Resources Assistant, you will help create an exceptional employee experience from recruitment through retirement. You'll support the Human Resources Manager in a variety of HR functions while serving as a trusted resource for employees and applicants. This role requires someone who is organized, adaptable, professional, and committed to providing exceptional customer service.

What You'll Do:

- Support recruitment and hiring efforts for full-time and part-time positions, including job postings, applicant communication, and interview coordination.
- Coordinate onboarding and offboarding processes, including I-9 verification, E-Verify, background checks, pre-employment screenings, and personnel documentation.
- Maintain accurate employee records, personnel files, and HRIS information.
- Assist with employee benefits administration, including medical, dental, vision, life insurance, IMRF, EAP, workers' compensation, unemployment, and ACA-related processes.
- Assist with HR compliance activities, audits, OSHA reporting, policy updates, and special projects.
- Respond to employment verification requests and provide outstanding customer service to employees and applicants.
- Maintain the highest level of confidentiality and professionalism in all HR matters.

What We're Looking For:

- A highly organized professional who thrives in a fast-paced environment.
- A customer service-focused individual who enjoys helping people and building positive relationships.

- A detail-oriented team member who can manage multiple priorities while maintaining accuracy.
- A trusted professional who handles confidential information with discretion and integrity.
- A proactive problem solver with strong communication and interpersonal skills.
- A collaborative teammate who supports a positive workplace culture.

Qualifications:

Education

Associate's degree in Human Resources, Business Administration, or a related field preferred. Candidates with equivalent education and experience will be considered.

Experience

Minimum of three (3) years of human resources, administrative, or related experience, or an equivalent combination of education and experience. Preferred experience includes:

- Recruitment and onboarding
- Benefits administration
- HRIS and employee record management
- Workers' compensation and unemployment processes
- Training and employee development support
- Personnel records administration and compliance
- Microsoft Office and HR technology systems
- BambooHR and SharePoint experience preferred

Additional Qualifications

- Bilingual English/Spanish strongly preferred.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong organizational, problem-solving, and customer service skills.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan options
- Dental insurance plan
- Vision insurance plan
- District paid life insurance and voluntary additional life insurance, spouse and dependent
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and paid holidays
- Sick bank leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Deferred compensation retirement plan option
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family memberships to our unique facilities
- Free/discounted District programs, merchandise and concessions
- Educational assistance, tuition reimbursement, and professional development opportunities
- Professional organizational memberships
- Service Awards Program
- Employee social activities
- Wellness Incentive Program
- Credit Union

If you're ready to help create an exceptional employee experience, support a positive workplace culture, and make a meaningful impact on the employees who serve our community, we'd love to hear from you.

Apply Here: <https://dtpd.bamboohr.com/careers/225>