



Human Resources Manager

Northern Suburban Special Recreation Association (NSSRA)

Contact Name: Human Resource

Contact E-mail: hr@nssra.org

Contact Phone: 847-509-9400

Closing Date:

Salary: \$79,649 - \$101,371

Description:

At NSSRA, we believe that everyone deserves the chance to play. Formed in 1970 with that goal in mind, we were the first Special Recreation Association in the country, offering programs and services for children, teens, and adults with disabilities. Today, we serve approximately 1,600 individuals annually, creating opportunities for inclusion, connection, and belonging. We are similar to a park district; however, we proudly serve residents in our partner communities with disabilities.

ABOUT THE JOB

NSSRA is seeking an innovative, motivated, and forward-thinking Human Resources Manager to join our team in a newly created position. This is an exciting opportunity for an HR professional who is eager to take ownership of the role, bring fresh ideas, and help shape the future of human resources at NSSRA.

The ideal candidate is proactive, adaptable, and passionate about finding better ways to support employees and improve organizational practices. We are looking for someone who can balance the day-to-day responsibilities of human resources with a desire to evaluate existing processes, introduce new approaches, and drive meaningful improvements.

Reporting to the Superintendent of Finance and Human Resources, the HR Manager will oversee daily HR operations, supervise the Human Resources Coordinator, and work collaboratively with leadership to support the agency's employees and organizational goals.

Key responsibilities include:

- Lead daily HR operations, ensuring efficient, consistent, and effective practices across the agency.
- Identify opportunities to improve HR processes, policies, systems, and employee experiences.
- Oversee recruitment, hiring, onboarding, and employee retention efforts.
- Manage employee relations, performance management, benefits, leave administration, and personnel matters.

- Supervise, mentor, and support the professional development of the Human Resources Coordinator.
- Develop and coordinate employee training and professional development opportunities.
- Oversee HR compliance, workplace safety, risk management, and workers' compensation programs.
- Evaluate and improve HR technology, recordkeeping, and administrative processes.
- Partner with agency leadership to identify staffing needs, address challenges, and implement practical solutions.
- Foster a positive, inclusive, and supportive workplace culture aligned with NSSRA's mission and values.
- Provide backup support for essential functions, such as processing payroll in the Superintendent's absence.

ABOUT YOU / QUALIFICATIONS

We are looking for someone who brings both HR expertise and the initiative to make this position their own.

QUALIFICATIONS:

- A bachelor's degree from an accredited college or university in human resources, business, or a related field.
- A minimum of five years of experience in human resources, business, or a related field.
- Demonstrable knowledge of employment laws, HR best practices, and compliance requirements, including those applicable to governmental employers.
- SHRM certification required within 12 months of hire.
- Experience managing HR programs and supporting employees and supervisors.
- Strong leadership, communication, organizational, and problem-solving skills.
- A proactive mindset with the ability to recognize opportunities for improvement and turn ideas into action.
- The ability to work independently, embrace change, and build collaborative relationships across the organization.
- A valid Illinois driver's license and personal transportation to fulfill position responsibilities.

SCHEDULING & PAY

This is a full-time, year-round, exempt position that may require occasional evening and weekend work. Apply [HERE](#)

Salary Range: \$79,649 - \$101,371 (dependent on qualifications)

Anticipated Start Date: January 2027

BENEFITS WE OFFER

NSSRA offers a generous benefits package that includes medical, prescription, dental, and vision coverage; life insurance; an IMRF pension plan; paid holidays, vacation, personal and sick leave; and wellness opportunities, including recreation, fitness, and work-from-home policies that support a healthy work-life balance.

The position is open until filled. Applicants are encouraged to apply early.

NSSRA is an Equal Opportunity Employer.