



Human Resources Manager

Summary: The Human Resources Manager works closely with all departments to ensure the Museum has a high-functioning workforce with both paid and volunteer positions. This person recruits and retains qualified employees and volunteers and manages all aspects of payroll and benefits. Must be self-motivated with excellent verbal and written communication skills. This is a full-time salaried position with benefits.

This is a full time position which requires occasional after hours and weekend work as needed.

Reports to: CEO / Executive Director

Major Duties

Human Resources:

- All facets of new employee processing
- Completes employee background screenings
- Time card and payroll review and submission
- Annual benefit review and enrollment
- Liaison between Paychex and CMON for all benefit and payroll activity
- Employee recognition program management
- Staff training and professional development tracking
- Oversee time and attendance procedures
- Recruiting efforts by department as needed
- Oversight and planning of regular All-Staff meetings.
- Develops and maintains training and onboarding protocols
- Develops and maintains CMON Policies and Procedures Manual and the Employee Handbook
- Assists with writing job descriptions
- Assists with development of and implements performance review process
- Manages pre-employment screening process for potential employees
- Conducts exit interviews
- Works with managers to conduct effective disciplinary interventions and termination proceedings
- Works with operations to ensure safety policies are in place and communicated
- Manages worker's compensation claims

Volunteer Management:

- Identifies sources to recruit volunteers, networks and speaks before community groups and colleges to recruit volunteers, and attends volunteer fairs
- Interviews all potential volunteers and interns, and coordinates volunteer placement with Museum departments
- Completes background screenings as applicable for adult volunteers
- Works closely with all departments to cultivate, recruit and maintain volunteers for specific areas as needed
- Develops and implements a teen volunteer program and council for high school students
- Ensures that volunteers are background screened as defined by CMON policy
- Works with department heads to develop and implement an orientation process for Museum volunteers
- Using Volgistics and VicNet software programs, maintains general volunteer records for all active and inactive volunteers, tracks volunteer hours, records volunteer skills and training, manages the volunteer portal, shift schedules, and sends email communications.
- Assists managers in scheduling volunteers for general museum and floor shifts, member events, special events, outreach and fundraising events.
- Corresponds with volunteers about volunteer opportunities, museum updates, meetings, and enrichment opportunities through emails and newsletters
- Plans and coordinates volunteer meetings and trainings
- Oversees annual peer review and bi-annual staff evaluations of volunteers
- Plans and coordinates volunteer recognition program and events.
- Develops and maintains a comprehensive orientation program for volunteers



- Develops and maintains the volunteer handbook, policies and procedures
- Writes volunteer job descriptions
- Develops volunteer evaluation process, coordinates peer review and staff evaluation process of volunteers

Other Duties

- Occasionally serve as Manager on Duty for the Museum.
- Other duties as assigned

Qualifications

- Bachelor's degree and a minimum of two years of experience with volunteer programs or human resource management
- Experience with payroll software. Paychex experience a plus.
- Experience working with non-profit organizations
- Excellent teamwork, flexibility.
- Experience recruiting volunteers and staff for a variety of opportunities
- The ability to manage a diverse group of people with varying backgrounds, ages, and experiences.
- Excellent verbal and written communication skills
- Ability to work well with others and maintain professional manner using tact, initiative, good judgment, and confidentiality
- Must be outgoing, self-motivated and enjoy working with the public
- Excellent organizational skills
- Ability to train and motivate people
- Ability to juggle several projects at the same time
- Ability to work independently with little supervision
- Proficient in using the Microsoft Office Suite software, Internet and email
- Must be able to work flexible hours, including evenings, holidays and/or weekends
- Must consent to and pass a background screening

Working Conditions:

- General office and Museum environment
- Moderate amount of local travel
- Constant interaction with public
- Limited exposure to environmental hazards that may arise through normal tasks in this position.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

To Apply:

Please send cover letter, resume, three references and salary requirements to: hrjobs@cmon.org or mail to: HRJobs 15080 Livingston Road, Naples, FL 34109

No phone calls please.

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**The mission of C'mon is to create an exciting,
inspiring environment where children and their families
play, learn and dream together.**