

8/2023  
Job Description  
Human Resource Coordinator



THE RALPH C. WILSON, JR.  
CHILDREN'S MUSEUM

POSITION REPORTS TO  
Chief Financial Officer

POSITION SUMMARY

The Human Resource Coordinator will oversee all Human Resource processes and contribute to the attainment of specific goals and results of the organization. The Human Resource Coordinator administers employee health and welfare plans and acts as a liaison between the Museum's Leadership, benefit providers, and staff.

Explore & More-The Ralph C. Wilson, Jr. Children's Museum has as its mission to provide best-in-class play experiences where all children, families and the community can explore, learn and develop together. Explore & More fosters and supports its commitment to equity, diversity and inclusion.

DUTIES & REPOSNSIBILITIES

- Leads the hiring process of employees and volunteers: includes recruitment, interviews, verifying work history and references, and tracking of applicants and qualified candidates
- Performs pre-employment screenings
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files
- Oversee new-hire procedures in conjunction with outsourced HR firm: including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all necessary paperwork is completed
- Administers health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions
- Reconciles benefits statements
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action
- Assists with outsourced HR firm in processing of terminations
- Oversees the staff survey and performance review process
- Acts as an employee liaison and coordinator of training sessions and seminars
- Organizes, maintains, and updates employee information & files as needed
- Assists in educating employees on and enforcing company policies
- Maintain time reporting system
- Coordinate the team schedule by working with supervisors
- Review and assist in bi-weekly payroll processing
- Assist in ad-hoc HR projects as required
- Produces and submit reports on general HR activity
- Prepare, collect, & track employee and board member demographics
- Schedule HR meetings and trainings as required
- Follow-up with board, advisors, and staff on action steps and agreed-upon deadlines
- Work with CFO to compile the museum's policies into a Policies & Procedures Manual
- Coordinate the Museum's Human Resource Committee
- Update and maintain a staff phone directory (including emergency contacts)

- Organize the ordering of staff uniforms.
- Other duties as assigned
- Create and maintain a board of directors and employee orientation handbook

#### QUALIFICATIONS

- High School Diploma or Equivalent, Associate Degree preferred.
- Knowledge of the Microsoft Office software including Word, Access, Excel and PowerPoint, as well as a working knowledge of Outlook is essential.
- Excellent writing skills, focusing on business-type correspondence, recording meeting minutes and drafting concise reports are important.
- Highly organized, detail oriented
- 2 years-experience preferred
- Ability to communicate effectively both to other members of staff, outside colleagues and members of the public.
- Ability to solve problems, anticipate future needs and be self-motivated.
- Must pass a Background Criminal Investigation Check.

Applications for this position can be sent to [careers@exploreandmore.org](mailto:careers@exploreandmore.org).