



Director of Human Resources

Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose. Imagine yourself at Girl Scouts!

Our Mission. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouts of California's Central Coast (GSCCC) is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara, and Ventura Counties.

Girl Scouts of California's Central Coast is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

Title:	Director of Human Resources
FLSA Status:	Exempt
Revision Date:	February 2023
Department:	GENERAL ADMINISTRATION
Reports to:	Chief People & Culture Officer

General Summary:

The Director of HR is responsible to proactively collaborate with CPCO to develop and implement human resources initiatives that support the organization's strategy. This strategy will provide a work culture where all staff members can thrive, have their voices heard, and be successful in their roles. The Director of HR works with stakeholders across the organization to champion and actively engage a culture of diversity, equity, and inclusion through the innovation of and adherence to policies, programs, and practices focused on work-life balance. The position demands broad HR management knowledge.

Job Duties:

- Acts as the employee relations advisor, guiding the leadership team on complex, sensitive, high-level, and high-risk personnel related matters
- Coaches managers towards goal-oriented and results-driven leadership
- Leads staff growth and development efforts

- Oversees and collaborates with CPCP on organizational wellbeing initiatives
- Oversees and collaborates with CPCO to manage all activities of the HR department in developing department goals, systems, and budget
- Oversees and collaborates with CPCO to evaluate all HR policies and procedures, including recruiting, onboarding and orientation, performance and talent management, employee engagement, benefits, and compensation
- Oversees the maintenance of department records, reports, and organizational charts
- Works with the CPCO to ensure the council's DEIRJ work is valued and implemented throughout the organization
- Serves as an advocate and resource for employees to ensure employee perspectives are heard and considered
- Exercises sound judgment, compliance, oversight, and monitoring while fostering an atmosphere of integrity in decision-making
- Manages organizational All Staff meeting agendas, service anniversary program and other organizational culture efforts
- Evaluates reports, decisions, and results of department initiatives related to established goals
- In collaboration with CPCO, recommends new approaches, policies, and procedures to impact continual improvements in the efficiency of the department and services performed for the Council
- Manages the Council's volunteer and staff Live Scan background check process, serving as the Council's Custodian of Record for the Department of Justice
- Collaborates with CPCO to work on compensation philosophy by analyzing Council data, salary surveys, and benchmarking data to update the internal salary structure as needed
- Conducts educational training to supervisors and employees on various HR-related topics, including, but not limited to, recruiting, performance and talent management, compensation, benefits, and general HR and Council policies and procedures
- Ensures compliance with federal, state, and local employment laws
- Stays up to date on Human Resource and Employment Law industry changes
- Manages all investigations and collaborates with CPCO on actions

- Perform other duties as assigned

Qualifications:

- Bachelor's degree in related field OR at least 7 years of experience in human resources management and able to demonstrate effectiveness in leading and managing HR initiatives.
- Proficient experience with Microsoft Word, Excel, PowerPoint
- PHR or SHRM-CP preferred but not required

Cultural Competencies: Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all members of our staff to embody and develop these competencies.

- **Communicate with compassion:** be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** be proactive, agile, and responsive.
- **Work with purpose:** be intentional and visionary.
- **Embrace our community:** be supportive, empathetic, collaborative, and appreciative.
- **Be accountable:** own it.
- **Make each day FUNomenal:** we can do it!

KNOWLEDGE / SKILLS / ABILITIES:

- Work appropriately and enthusiastically with others and responds appropriately in interpersonal situations.
- Knowledge and ability to execute excellent management, employee engagement, and leadership principles and practices.
- Demonstrated critical thinking skills, ability to reason and use good judgement.
- Skill in analyzing, problem solving, and responding to questions.
- Ability to influence and sway others through deep industry knowledge and organizational awareness.
- Demonstrated excellent project management skills.
- Ability to communicate effectively in writing and orally, technically and non-technically, with individuals throughout the Organization and at all skill levels.
- Ability to learn and be proficient in the use of MS Office Suite (Word, Excel, Access, Power Point), internet-based and industry specific applications.
- Detailed oriented with the ability to plan, set priorities, and adapt to rapidly changing situations while meeting commitments in a timely manner and staying focused under pressure.
- Ability to manage multiple projects with attention to detail and follow-through, and to deliver high quality accurate results/products.
- A self-starter and innovator, with the ability to exercise independent judgement.
- A team player with strong relationship building skills and a positive attitude.

- Ability to work appropriately and enthusiastically with others.
- Demonstrated ability to maintain confidentiality of privileged information.

Requirements:

- Ability to occasionally work more than assigned work schedule.
- **Ability to work a flexible schedule, including evenings and weekends.** Some overnight travel is required.
- Ability to have daily access to reliable personal transportation for work.
- Ability to travel in a car as a driver or a passenger for long periods.
- Ability to lift, push or pull up to 25 lbs., including lifting that weight in and out of a vehicle truck and similar tasks.
- Ability to stand for extended periods of time, bend and squat, and to walk over rough ground.
- Ability to sit and work at a computer display for extended periods.
- Must successfully complete a criminal history background check.
- Maintain throughout employment a valid CA driver's license and insured vehicle in good working order. Must provide a DMV printout and proof of insurance.

Location: Ventura

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GSCCC is an Equal Opportunity Employer committed to diversity.