

**Bethel Bible Village**  
**Job Description**  
**Director of Human Resources**

**VISION**

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all of their God-given potential.

**MISSION**

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

**SUMMARY/OBJECTIVE:** The position of Director of Human Resources is responsible for the overall administration, coordination, and evaluation of the Human Resources function.

**REPORTS TO:** President/CEO

**JOB CLASSIFICATION:** Exempt

**DEPARTMENT:** Human Resources

**SUPERVISES:** None

**ESSENTIAL FUNCTIONS:**

- Protects the credibility of the Bethel Bible Village mission by complying with the Bethel Bible Village Standard of Conduct and Employee Covenant, setting an example, in words and actions that is consistent with the values and beliefs of Bethel Bible Village; exemplifies a vibrant Christian faith personally and professionally.
- Policy Administration: administers human resources plans and procedures for Ministry personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Recruiting/Staffing: conducts recruitment effort for all exempt and non-exempt employees; handles hiring procedures and maintains applicant records; writes and places job postings; administers new hire process ensuring compliance with state licensing requirements; conducts new hire orientation and onboarding.
- Employee Relations: works closely with management and employees to improve work relationships, build morale, increase productivity and retention; handles employee relations counseling; disciplinary actions including disciplinary documentation; coordinates effective, thorough, and objective investigations; conducts exit interviews.
- Payroll: maintains payroll information by collecting, calculating, and entering data; processes payroll.

- Performance Management: monitors the performance evaluation process as necessary.
- Benefits Administration: performs benefits administration to include resolution of benefit issues; change reporting including enrolling and terming benefits; communicating benefit information to employees.
- Employment Law Compliance: maintains compliance with federal and state regulations concerning employment including completion of I-9 process, coordination of FMLA (leave), workers comp, and unemployment claims; attends seminars and webinars to stay current with regulations; partners with legal resources as needed/required.
- Background Checks: performs background checks for employment candidates, volunteer resource parents, and others as required.
- Training: assists with compiling training manuals for new hires. Conducts employee benefits and policies training as requested.
- Records Management: maintains human resources files and records.
- Recommendations: recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

#### **MINIMUM REQUIREMENTS:**

Spiritual: Spiritual: Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ.

Education/Experience: Bachelor's degree in Human Resources or related field required; 5+ years' experience in human resources required. Payroll experience a plus. Non-profit experience a plus.

Specific Skills/Requirements: Possesses knowledge and experience in human resources and personnel administration. Effective verbal and written communication skills, excellent interpersonal skills, and previous computer experience required. Must have the ability to maintain a high level of confidentiality and manage multiple projects.

Specialized Knowledge, Licenses, etc.: Considerable knowledge and understanding of the Human Resources function. Human Resources certification (PHR, SPHR, SHRM-CP, SHRM-SCP) preferred.

**PHYSICAL REQUIREMENTS:** This job operates in a professional office environment using standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk;

sit; use hands; reach with hands and arms; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Often responds to the phone, communicates with staff and applicants.

**OTHER DUTIES:**

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURE:**

Employee signature below constitutes the employee’s understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_