

**Tucson Wildlife Center**  
**Human Resources Manager**  
**Job Description**

**Summary**

This position will administer the volunteer program and all human resources functions for the organization. The Human Resources Manager position is responsible for ensuring the human resource responsibilities are managed efficiently and effectively. The position is also responsible for scheduling employees and volunteers to appropriate shifts within the Center's hours of operation.

**Essential Functions**

- Responsible for scheduling, coordinating, and assigning employees' schedules as well as volunteers to appropriate departments, supervisors, and/or mentors.
- Serves as the sole recruiter for volunteers and paid staff to fill roles using a variety of resources and techniques.
- Work with supervisors on recruiting the best applicants to fill vacancies in the animal care departments; vet techs, care assistants, admissions operators, etc.
- Reviews information about each volunteer's skills, availability, and goals, and matches volunteers with appropriate opportunities based on this data.
- Regularly assess and evaluate placements and communicate with employees and volunteers to ensure placement is a good fit for individual's skills and goals.
- Responsible for the maintaining personnel files, records, applications, and other data concerning for paid employee and the volunteer program.
- Serves as the primary person responsible for answering employee requests, questions, concerns and resolving issues before they escalate.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Complete new-employee background or reference checks.
- Conduct the onboarding and offboarding process for both employees and volunteers.
- Responsible for all recruitments and interview process to hire paid employees. Track the status of all candidates and respond with follow-up letters at the end of the recruiting process.
- Schedule meetings and interviews as needed to ensure a full workforce and/or requested by the Director.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for ensuring that all employee information is stored appropriately and in a confidential manner.
- Responsible for any administrative/clerical functions needed to fulfill the duties of the position.
- Responsibility for the creation and care of employee files ensuring all documents contained in the files are kept confidential.
- Prepare correspondence as needed.
- Performs other related duties as required.

## **Competencies**

- Office 365 (Word, Excel, Publisher, Outlook, PowerPoint)
- QuickBooks Desktop
- Proficiency in verbal and written communication
- Detail oriented
- Professionalism dealing with the staff and the public
- Ethical Conduct
- Flexibility
- Initiative
- Time Management

## **Required Education and Experience**

Bachelor's degree in a closely related field **OR** equivalent experience and education

Two years of administrative experience preferably in human resources.

## **Supervisory Responsibility**

This position has no supervisory responsibilities. This position has authority to make decisions concerning the status of an employee or volunteer's continued relationship with the Center ensuring documentation is in place and using appropriate due process.

## **Work Environment**

This job operates in a professional office environment. This role routinely interacts with employees and volunteers that work in the animal care areas of the center. The position uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

## **Physical Demands**

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 may have prolonged periods of time sitting at a desk and working on a computer and must be able to lift up to 15 pounds at times.

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