

Personnel Coordinator Job Description

The Personnel Coordinator (PC), usually a member from the Board of Directors, holds ultimate responsibility for human resources hiring, coaching, managing, and disciplining under the authority of the Pine Bluff Board of Directors.

A qualified candidate for the PC will display:

- Demonstrated success in human resource management
- Experience motivating groups to attain goals
- Superb organization
- Excellent communication and coaching ability
- Dependable follow-through
- Familiarity with food service is a plus

Job Duties:

Pre-Season:

- Review job descriptions and update as needed.
- Present potential positions and pay rates to the board of directors for approval
- Advertise positions in conjunction with the Advertising Coordinator
- Review applications
- Interview candidates with another board member if possible
- Offer positions in writing with proposed hours per week and pay rate.
- Review *Policy and Procedure Manual* and update as needed.
- Collect proper paperwork including work permits, I-9, W-4, VA-4, and two forms of identification.
- Make copies of *Policy and Procedure Manual* for each employee and have them sign.
- Make each employee a file with the above paperwork and the acknowledgment that they read the *Policy and Procedure Manual*.
- Order bathing suits, whistles, fanny packs, and other items necessary for staff
- Schedule orientation for all employees and applicable coordinators
- Determine format for timesheets
- With the treasurer develop a spreadsheet of when schedules are made, vacation requests are due, and paychecks are distributed. (*Schedule Dates*)
- Collaborate with appropriate coordinators on orientation presentation
- Hold orientation
- Distribute keys, bathing suits, and other items to staff
- With the Facility Coordinator, ready the office with all paperwork, folders, and instructions

During Season:

- Constantly add notes to Policy and Procedure Manual as situations arise
- Coach employees as needed

- Encourage communication through weekly feedback emails to the staff
- Problem solve with the management for any personnel issues including schedule, training, and discipline
- Act as a liaison between the board of directors and staff

Post Season:

- Collect keys
- Work with the hospitality coordinator to thank the employees and get feedback