



Date: 1/11/2012

Job Title: Human Resources Manager

JOB DESCRIPTION SUMMARY

HR Manager shall guide and manage the overall provision of Human Resources services, policies, and programs for the entire VVF. HR Manager leads human resources practices and objectives that will provide an employee oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. HR Manager will be responsible for office management and the office manager position will report to HR Manager. HR Manager reports to the Chief Financial Officer.

VAIL VALLEY FOUNDATION MISSION

“To enhance and sustain the spirit of The Vail Valley through Arts, Education and Athletics.”

The VVF provides leadership in athletic, cultural and education endeavors to sustain and enhance the quality of life in the Vail Valley. The Vail Valley Foundation prides itself on not embracing any business initiative unless the final product will be held to the highest quality, integrity and excellence throughout the event, performance and or philanthropic endeavor.

REQUIRED FOR POSITION

- Human Resources background preferred
- HR Manager must work well independently without significant daily oversight
- Strong self initiative, problem solving skills, time management
- Strong people management, interpersonal and people skills
- HR systems based background

PRIMARY RESPONSIBILITIES

- Recruiting and staffing logistics
- Organizational and office space planning
- Performance management and improvement systems
- Organizational development
- Employment and compliance to regulatory concerns
- Employee orientation, development, and training
- Policy development and documentation

- Employee relations
- Compensations and benefits administration
- Employee services and counseling
- Exit interviews
- Intern Program management
- Oversee orientation program
- Incentive plan review
- HR related communications
- Office management
- HR specific budget management
- Special projects and ad hoc requests

PRIMARY OBJECTIVES

- Safety of the workforce
- Development of a superior workforce
- Development of an employee-oriented culture that emphasizes excellence, continuous improvement, and quality
- Personal ongoing development

TITLE, SALARY & BENEFITS

- Title – Human Resources Manager
- Position is Year Round Salaried
- Benefits include health, vision, dental, 401k, ski pass
- Vacation and sick time per VVF accrual policy