



Girl Scouts of South Carolina – Mountains to Midlands, Inc. serves nearly 15,000 girl and adult members in a 22-county area of central and western South Carolina. As 1 of 112 councils covering the entire United States, Girl Scouts of South Carolina – Mountains to Midlands council is a part of the national Movement that sets the standard for youth-serving leadership development.

## **THE OPPORTUNITY: DIRECTOR, HUMAN RESOURCES**

The **Director, Human Resources** is responsible for hands-on administration and management of the HRIS system, managing the day to day administration of policies, procedures, and programs as well as training and development for the organization.

Leads the functional responsibilities of performance management, employee orientation and on boarding, training and continuous learning, recognitions and rewards, employee relations and services, benefits and compensation, recruiting and staffing logistics, employment compliance and HR third-party providers.

- Provide leadership and direction, interpreting and applying personnel policies and applicable regulations on all aspects of HR matters.
- Create and implement strategies and programs including a robust and interactive onboarding program, leadership development, talent retention through succession planning and culture development.
- Facilitates full-cycle recruitment process for regular and seasonal positions, building a strong talent pipeline for all departments and positions.
- Administer and communicate the value of the employee benefit programs on a regular consistent basis to educate use of the plans.
- Manages employee engagement council-wide ensuring employees are receiving training as required and necessary to develop skills and abilities, team meetings are regularly conducted, one-on-one feedback sessions are facilitated, and recognition is utilized to reinforce positive behaviors.
- Align and optimize HRIS system (Paylocity) to meet workforce requirements crafting opportunities for automation, reduction of manual processes, and simple processes that drive accuracy and completeness.

### **REQUIREMENTS:**

This position is located at our Greenville Service Center with some day travel to our other offices located in Spartanburg and Columbia as well as our camp locations. Attendance at some evenings for special council events as planned and coordinated.

- Minimum five (5) years of Human Resources experience required; HRIS implementation and management experience preferred.
- SHRM or HRCI certification strongly preferred.
- Bachelor's degree in Human Resources Management or related field.

- Strong understanding of applicable federal, state and local laws, regulations and ordinances affecting employment.
- Outstanding verbal and written communication skills.
- Ability to coordinate numerous time-sensitive recruitment and onboarding activities for candidates and new employees (to include seasonal staff) required.
- Solid knowledge of computers and software applications including MS Office products, HRIS program(s) and database management systems to include CRM programs.
- Ability to work well under pressure and perform multiple tasks simultaneously with frequent interruptions; effective time management skills, excellent organizational skills, and the ability to establish and maintain priorities and meet deadlines; high sense of urgency.
- Must have personal transportation and ability to drive; possess a valid South Carolina driver's license, maintain personal auto insurance meeting council insurance company's requirement for coverage, and submit to drug test and background review.

### **COMPENSATION/BENEFITS**

Girl Scouts of South Carolina – Mountains to Midlands offers a highly competitive compensation plan commensurate with the qualifications and experience of the individual selected. A robust benefits' plan including health, dental and vision plans plus council-paid short-term and long disability plans as well as life insurance; a 401K plan; PTO and holidays, and other very attractive features.

### **HOW TO BE CONSIDERED**

For consideration, please e-mail [HumanResources@GSSC-MM.org](mailto:HumanResources@GSSC-MM.org) with your resume and a cover letter that speaks to how your professional experience aligns to the requirements of this position, and, include the salary expectations that you have if selected for consideration.

An application and interview process will be extended to those candidates that demonstrate alignment to the key deliverables and top competencies of the job. This position will remain open until filled by the candidate meeting the needs and skills as outlined.

[www.gssc-mm.org](http://www.gssc-mm.org)

*Girl Scouts of South Carolina – Mountains to Midlands is an Equal Opportunity Employer*