



POSITION DESCRIPTION

Position: A/U Ranches Administrative Support & Human Resources Coordinator
FLSA Status: Full Time, Non-exempt
Reports To: Ranch Co-directors
Department: A/U Ranches

General Description:

The Ranches Administrative Support and Human Resources Coordinator serves as the lead for seasonal staff Human Resources (HR) functions related to hiring, onboarding, and certification and provides broad support to leadership at the A/U Ranches. This position supports the A/U Ranches Ranch Co-directors' responsibility for Colorado Child Care license compliance and management by assisting in the creation and maintenance of systems for tracking requirements, rules updates, paperwork, and waivers. This role similarly supports American Camp Association accreditation to ensure compliance with current standards. This position assists with permitting requirements for A/U Ranches and 100 Elk programming, working closely with local, state, and federal agencies to ensure access for program groups. In addition, this position works closely with the A/U Ranches Enrollment Coordinator on projects as needed. This position is part of a team of individuals dedicated to serving the Christian Science movement through inspired and uplifting work.

Characteristics / Essential Duties and Functions:

- Carries out seasonal staff HR functions with patience and good humor, supporting the hiring, onboarding, paperwork, background checks, and certifications for seasonal staff hires in coordination with leadership at the A/U Ranches and the Adventure Unlimited HR Administrator
 - Assists Ranch Co-directors and 100 Elk Director with detail-oriented coordination of Colorado Child Care license compliance, maintaining and tracking paperwork and required records
 - Maintains compliance records for ACA accreditation
 - Manages federal and state permits for commercial use of public lands for A/U Ranches and 100 Elk programs
 - Graciously supports camper and guest enrollment processes
 - Provides general office administrative support across departments
 - Contributes actively to a welcoming presence at the Hub office, including greeting and welcoming visitors and guests
 - Performs other related duties as assigned
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Education / Experience:

- Bachelor's degree and/or equivalent experience
- At least two years' related experience is desired

Knowledge / Skills / Abilities:

- Devoted to the study and application of Christian Science; lives according to the Adventure Unlimited Community Standards; is committed to Adventure Unlimited's mission of service to Christian Science youth and families
- Member of The Mother Church and/or active Christian Science branch church member; class instruction desirable
- Exceptional character and trustworthiness
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Able to multitask and function well in a high-paced environment
- Able to use Google Workspace (email, Drive, Calendar, Sheets) for collaboration
- Knowledge of NXT platform and/or willingness to train in multiple database and spreadsheet platforms
- Knowledge of HR management systems such as Paycom
- Willing to be a team player
- Proficient with Microsoft Office Suite

Benefits:

This is a 12-month, full-time (100% FTE), non-exempt position with offered benefits as detailed in the employee handbook, including healthcare provision, life, vision, dental, short term disability, vacation and personal time accruals, and an employer-match retirement savings plan. The full-time pay range is \$24.04 - \$27.88 / hour.

Work Environment and Physical Demands:

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any position. Employees will be assigned specific job-related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.