

Human Resources Director

This is the chance you have been waiting for to grow your HR portfolio, to rise to a position of leadership, and to contribute in a real way to the larger Montgomery County, MD community. Join our management team! In addition to supporting a terrific, progressive and family-friendly organization, our new HR director will:

- Receive guidance and administrative supervision from an experienced CFO and CEO;
- Administer compensation plans in order to successfully run our award-winning summer, arts, educational, recreational and fitness programs;
- Supervise one or more subordinates;
- Train supervisors on effective and legal interviewing and selection techniques;
- Design and implement new leave policies;
- Ensure compliance with federal, state and county laws;
- Teach us how to invest in our employees, in a smart way;
- Continue implementation of our Talent Management program;
- Strategize on sensible and effective professional development opportunities to make available to staff;
- Strengthen the performance management program; and
- Help to hire, pay and retain a staff that expands from 250 to 500 employees every summer, and back again

Successful applicants will have a Bachelor's degree in human resources management, or any Bachelor's plus a recognized HR certification. They must have a minimum of five (5) years' experience as an HR generalist, a thorough understanding of employment law and a working knowledge of flexible spending accounts, FMLA, COBRA and 403(b) plans, including maintenance, recordkeeping, and reporting requirements.

Employees receive free membership to our on-site fitness center, indoor/outdoor pools and discounts to most Center programs. We are conveniently located near two Metro Red Line stations and have free on-site parking. Other benefits include 403(b) plan, flexible spending account, PTO (paid time off) and holiday leave.

Send your résumé, cover letter and salary requirements to: jobs@jccgw.org. Please state your preference for either **full-time**, **part-time** or **either kind** of work schedule. We are looking for a best overall fit for this important job!