



HUMAN RESOURCES MANAGER

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Position: Human Resources Manager

Location: Gardiner, Mt or Bozeman, Mt

Reports To: Director of Human Resources

Status: Full-Time / Regular/ Exempt/

Summary Description:

Yellowstone Forever is the official nonprofit partner of Yellowstone National Park. We partner with Yellowstone National Park to create opportunities for all people to experience, enhance, and preserve Yellowstone forever. Our combined operations include 11 educational Park Stores with gross sales of over \$5.1 million; the Yellowstone Forever Institute, which offers more than 600 in-depth programs each year; a supporter program of over 73,000 Yellowstone enthusiasts raising funds to support critical park priority projects; and an online community of over 300,000 worldwide. Yellowstone Forever has provided over \$106 million of cash support and over \$64 million of in-kind support since 1933. Our mission of engagement and support through education and fundraising for the park will ensure Yellowstone remains for generations to come.

The **Human Resources Manager** plays a critical role in Yellowstone Forever's operations. This position is responsible for the full employment life cycle for all seasonal staff, volunteers, and interns. Responsibilities of this position also include recruiting, employee relations and performance management. The ability to effectively partner across departments in support of YF's mission and strategic priorities is essential. Success in this position requires strong relationship building skills, attention to detail, and knowledge of Human Resources best practices.

Primary Responsibilities:

- Work with hiring managers to recruit and select talented employees
- Plan and conduct orientation and employee development programs which enhance employee performance
- Develop and manage performance review process for seasonal staff
- Keep apprised of changes in benefit and employment laws and regulations in order to ensure compliance
- Maintain an expert understanding in Yellowstone Forever's desired culture, and work with supervisors and employees to foster that culture
- Counsel and advise employees on employment policies and practices
- Coach supervisors on the handling of performance and disciplinary issues
- Work with other HR team members to maximize efficiency and effectiveness of programs that effect volunteers and employees
- Effectively communicate relevant HR-related information across the organization
- Represent Yellowstone Forever and its mission accurately and positively
- Foster a collaborative, team-oriented environment with YF employees, volunteers and partners
- Travel into Yellowstone, throughout the Greater Yellowstone area and other, as required
- Other tasks as assigned by Director of Human Resources or other designated leadership

Basic Qualifications:

- A bachelor's degree in a related field from an accredited institution, or equivalent experience
- Team player with excellent oral and written communication skills
- Three or more years of progressive experience in Human Resources
- Experience working with HR technology platforms

- Knowledge of full cycle recruiting including job description development, advertising, screening, interviewing, and offer negotiation
- Working knowledge of relevant employment laws and regulations
- Ability to manage multiple tasks simultaneously in a fast paced environment while ensuring a high level of accuracy and attention to detail
- Proven ability to quickly learn and apply new systems, processes, and applications
- Demonstrated capability in process improvement
- Self-motivated with a sound approach to problem solving and timely task completion
- Ability to occasionally work a flexible schedule, which may include nights and weekends when needed
- Ability to represent YF in a courteous and professional manner
- This position involves driving YF vehicles, therefore applicants must hold and maintain a valid US driver's license, and maintain a favorable driving record for insurance purposes
- A satisfactory criminal background check are conditions of employment

Preferred Qualifications:

- Experience working in a non-profit environment
- Knowledge of Yellowstone National Park
- PHR or SHRM-CP certification