



Job Description

Part-time Human Resources Professional

Chapter Overview

First Tee – Naples/Collier is one chapter of an international nonprofit youth development organization called First Tee. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life enhancing values such as honesty, integrity, and sportsmanship. Serving Collier County since 2007 (and the community since 1997 through the Gulf Coast Junior Golf Tour), First Tee – Naples/Collier is Building Game Changers by empowering kids and teens to be the best version of themselves.

By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self-confidence, and resilience that kids can carry into everything they do. These character education programs are offered on golf courses, in schools, and throughout underserved neighborhoods across Collier County. First Tee Life Skills Experience is the unique component that sets First Tee apart from other junior golf and youth development programs.

Position Summary

The Human Resources Professional is responsible for managing the activities of the overall general HR function, will be responsible for overseeing HR, ensuring alignment with organizational goals and strategic objectives. Will oversee, implement and maintain procedures and policies for Human Resources and other departments.

The Human Resources Professional will provide clerical and administrative support to the Executive Director, handle a wide range of administrative and executive support related tasks, and promote and maintain a professional office environment for First Tee – Naples/ Collier.

Develop constructive, cooperative and effective working relationships with staff, volunteers, and individuals outside the organization, and represent the organization to the public.

Basic knowledge of golf industry terminology is a plus!

This role will be reported to the CEO.

Position Title	Department	Reports to
Human Resources Professional	Administrative and General	Cindy Darland
Employment Status	FLSA Status	Effective Date
☒ Part-Time	☒ Non-Exempt	

Key Responsibilities

The Human Resources Professional develops and implements long-term and short-term strategies for Human Resources that align with the organization's overall goals. This includes performance management, employee engagement, high emotional intelligence and strict discretion regarding sensitive or private data.

HR Management: This role involves leading HR functions such as recruitment, talent management, employee relations, compliance with labor laws, and the development of HR policies and programs. The Human Resources Professional ensures that HR initiatives support the organization's culture and objectives.

Collaboration with Leadership:

As a member of the leadership team, Human Resources Professional collaborates with other executives to make strategic decisions that impact both HR performance.

Team Development: The Human Resources Professional is responsible for building and leading a high-performing team within HR and other departments. This includes mentoring staff, fostering professional development, and creating a positive work environment.

Required Skills and Qualifications

Educational Background:

A bachelor's degree in human resources, business administration, public administration or a related field is typically required. A master's degree or professional certification (e.g., SHRM,) may be preferred.

Experience:

Significant experience in HR roles, with a proven track record of leadership and strategic planning.

Interpersonal Skills:

Strong communication and interpersonal skills are essential for collaborating with various stakeholders and managing teams effectively.

Analytical Skills:

The ability to analyze data and HR metrics to inform decision-making and drive organizational performance.

The Human Resources Professional play a crucial role in ensuring that Organization functions operate efficiently and effectively, contributing to the overall success of the organization. This position requires a balance of strategic thinking, operational management, and leadership skills to navigate the complexities of domain.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

➤ **Organize the activities of the overall general HR function:**

- Organize and maintain HR files.
- Recruit and hiring, onboarding new staff.
- Assist with technological needs and access for organization system. (Quick book time, Sales Force).
- Complete all training needed by established deadlines.
- Update organization policies.
- Establishes a personnel program and is responsible for selecting, employing, controlling and discharging employees and developing and maintaining personnel policies and practices for the organization.
- Maintains effective and appropriate staffing by monitoring employee turnover, overtime, and absenteeism.
- Employee performance appraisals are completed thoroughly and submitted on time.
- Follows human resources policies to implement progressive discipline, when necessary.
- Develops performance goals/objectives with each staff member to promote maximum productivity, proficiency, and professional growth, as evidenced by written goals on performance appraisals.
- Is responsible for proper utilization of organization's financial resources. Effectively utilizes resources within established budget.
- Assist with administrative functions of the organization.
- Assist with correspondence and communication.
- Assist in organization of/attendance to events, meetings and fundraisers as assigned.

➤ **General Administrative:**

- Oversee general cleanliness, attractiveness, efficient use of the office
- Support Volunteer Coordinator with uniform procurement and distribution, answering general questions from volunteers and directing appropriate team members or resources.
- Provide administrative support for the Executive Director, including tracking projects, proof reading and formatting various documents for printing and distribution, and other administrative duties, as assigned.
- Demonstrates respect and regard for the dignity of all visitors and fellow employees to ensure a professional, responsible, and courteous environment.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree, or Business-related field preferred.
- 2-5 years progressive HR experience in non-profit operation or similar environment.
- Strong verbal and written communication.
- Strong leadership and proven supervisory skills.
- Demonstrated mentoring, coaching, and organizational administrative skills required.
- Exceptional analytical and problem-solving abilities.

- Ability to work and interact with department organizations.
- Strong computer aptitude, including expertise with Microsoft Excel and Word as well as applicable software. Strong computer skills including use of databases and navigating websites and & online media;
- Ability to work independently while managing multiple projects and deadlines.
- Highly organized team player who is positive and professional.
- Ability to pass criminal/registry background checks.
- A valid driver's license & insured vehicle.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.