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## **Teatown Lake Reservation Job Description**

**Title:** Human Resources / Office Manager

**Supervisor:** Director of Finance

**Summary of Position:** The Human Resources / Office Manager supports the administration functions of the organization and is responsible for the ongoing development and execution of all Teatown's HR processes for its 20-25 FTEs.

As Office Manager this includes: support of the visitor area, greeting visitors, answering phones, and Nature Store; preparing deposits; backing up the Director of Finance on payroll processing; obtaining general insurance requests for programs, grants, or community partners; assist with scheduled mailings, rental property tenants, special events, and exhibits.

As HR Manager this includes: leading recruitment efforts; hiring and onboarding process; employee benefits, training, professional development, and recognition initiatives; regular and consistent performance evaluation processes; planning and implementing staff parties and outings; ensuring Teatown is compliant with all current relevant labor laws; researching and applying best practices to Teatown's HR processes to improve employee recruitment, retention, and satisfaction.

This is a full-time salaried position with a regular workweek of Monday-Friday, 9am-5pm, with a one-hour lunch. Weekend and evening work required on occasion.

### **Principal Duties and Responsibilities:**

1. Support of the visitor area by greeting visitors and answering phones in a welcoming and professional manner
2. Assist with the Nature Store, both sales and reconciliation
3. Prepare deposits for Director of Finance
4. Act as back-up to Director of Finance on processing semi-monthly payroll
5. Obtain certificates of insurance on request
6. Assist with scheduled mailings, rental property tenants, special events, and exhibits

***Teatown's mission is to inspire our community to lifelong environmental stewardship***

7. Lead recruitment efforts for full-time and part-time staff as well as paid interns; consulting with the hiring manager in developing or revising job descriptions, advertising, scheduling interviews, creating offer letters, and handling any background screening required
8. Provide orientation/onboarding for new employees
9. Work with leadership team to establish regular and relevant staff training
10. Conduct and record legally required harassment prevention training
11. Handle benefit open enrollment as well as mid-cycle changes or additions
12. Submit Worker's Compensation, Disability, and Paid Family Leave claims
13. Schedule regular staff recognition events or other team-building outings
14. Keep available office hours to meet with staff who need guidance or help with personal or professional challenges
15. Keep accurate and confidential records on all employees both in hard copy and in safe and manageable digital format
16. Revise and update Teatown's HR Manual as needed

**Position Requirements/Qualifications:**

1. Minimum BA plus minimum 5 years relevant experience
2. Experience in Human Resources, preferably in a non-profit or educational setting
3. Excellent written and verbal communication skills
4. Excellent organizational skills and ability to manage multiple projects
5. Proficient computer skills including Microsoft Office, Excel
6. Positive, solution-oriented approach and ability to work well with people

**Salary Range:** \$50,000-\$52,000

**Benefits:** Teatown provides health and dental insurance, generous holiday and PTO allotments, and a 403(b) plan with employer contribution.

Teatown is a 1,000-acre nature preserve and environmental education center located in Ossining, New York. With 15 miles of hiking trails, it is the largest independent, community-supported nature preserve in Westchester County. Teatown welcomes nearly 28,000 visitors yearly for hiking, outdoor education events, virtual environmental education programs, and summer and school-vacation science day camp for children. Our mission is to inspire our community to lifelong environmental stewardship.

**To apply:** Send a résumé and cover letter by **May 10, 2021**, to: Kevin Carter, Executive Director: [kcarter@teatown.org](mailto:kcarter@teatown.org). No calls, please.