

# Love 4 The Game Inc

## Assistant Director of Human Resources Job Description

---



### I. Organizational Description

We are a community based organization that provides under-served student-athletes who play the game of basketball with different resources, and opportunities to excel beyond their current circumstances. Being apart of our organization demonstrates different outlets the game of basketball provides. We desire to help student-athletes understand, and develop the key characteristics to attain any level of success that they desire.

### II. Primary Scope of Duties

Reporting to the Executive Director, the Assistant Director of Human Resources serves as a supportive force to help our organization operate at optimal effectiveness. The Assistant Director Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy. The primary responsibilities of this position include, but are not limited to the following:

#### ***Duties/Responsibilities:***

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
  - Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
  - Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary
-

---

matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.

### **III. Desired Knowledge, Skills, and Dispositions**

- Bachelor's degree and/or relevant experience
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.

### **IV. Compensation and Perks**

This is a stipend paid position of \$10,000-11,500 commensurate with experience and subject to be increased overtime based on performance and organization resources.

### **V. To Apply**

Applicants should email a cover letter and resume to the attention to:

Love 4 The Game, Inc.  
Office of Human Resources  
love4thegameinc@gmail.com