



Job Posting Human Resources Generalist – Maternity Leave Coverage

The Boys & Girls Club of Greater Victoria's mission is to provide safe, supportive places where children and youth experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. The Agency supports practice through a trauma-informed lens, placing a priority on participant safety, choice, and self-determination. All Boys & Girls Club programs support participant empowerment and skill development. Boys & Girls Club is an accredited organization, approved by the Commission on Accreditation of Rehabilitation Facilities (CARF). As an Agency, we acknowledge the Lekwungen, W̱SÁNEĆ, T'Sou-ke, MÁlexeł, and Scia'new people, whose traditional territories we live and work upon each day.

The role

Reporting to the Executive Director or designate, the HR Generalist will manage the provision of HR services for the organization, including recruitment and hiring, benefits administration, records management, and employee relations. The HR Generalist provides resources, expertise, and support to Agency employees in accordance with the Boys & Girls Club's mission, vision and core values and all governing employment and human rights acts and regulations.

Key Duties and Responsibilities

- Oversee the recruitment process, including but not limited to preparing and posting job postings, screening candidates, preparing interview documentation and participating in interviews when necessary
- Manage the employee onboarding and exit process
- Ensure all HR documentation follows required legislation and manage risk for the Agency appropriately
- Administer the Agency's group benefits program
- Maintain HR records and ensure accreditation and employment standards compliance including HR information system, employee files, tracking, and other HR systems
- Manage WorkSafe BC account
- Act as contact for employees regarding HR information and policies
- Support supervisors in proactively managing personnel issues, as needed
- Take the lead in maintaining up-to-date and compliant HR policies and procedures
- Provide research, support, advice and reports on HR matters, as requested
- Align the practice of HR within the Agency to Agency's mission and values
- Ensure Agency adherence to all governing regulations and laws, including those of Social Services, Labour Standards, WorkSafeBC, human rights, government health and safety standards

Qualifications and Requirements

- Extensive experience in Human Resources administration
- Post-secondary education in Human Resources
- Working towards CPHR designation is an asset
- Well-developed MS Office skills with solid experience in database systems
- Maintaining a high level of discretion while working with sensitive and confidential information in a professional manner
- Able to work under pressure to meet deadlines

- Desire to work in a social service industry and not-for-profit environment
- Experience with Payworks is an asset
- A criminal record check will be processed prior to employment

We offer

- Wage: \$20 - \$22.75/ hour
- Term: Maternity Leave Coverage from August 26, 2019 - September 25, 2020 (with an option to start earlier for handover purposes)
- Hours: Full-time / 40 hours per week
- Comprehensive group benefits plan
- Location: Administrative Office, 301-1195 Esquimalt Road, Victoria, BC, V9A 3N6

To apply

- Submit your resume and cover letter stating the position that you are applying for to employment@bgcvc.org
- Feel free to reach out for full job description
- The posting will remain open until the position is filled
- We thank you for your interest in this position. Only shortlisted candidates will be contacted

