



First Tee – Orange County HR Generalist/Office Manager

First Tee Overview

First Tee – Orange County was established in 2013. We are more than a sports program. We shape the lives of young people throughout communities in Orange County providing character building and life skills lessons through the game of golf. To date, we have served over 26,000 youth in Orange County. To learn more about First Tee – Orange County, visit our website at <https://firstteeorangecounty.org>.

Mission Statement

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

Reporting Structure

The HR Generalist/Office Manager will report to the Chief Executive Officer (CEO)

Position Location

The position is based at FTOC's Main Office, Anaheim, CA, with travel throughout the county as needed.

Employment Status

Full-Time Exempt Position

Job Summary

The HR Generalist/Office Manager position supports the CEO with oversight of all human resource responsibilities, the total lifecycle of donor management, activities related to fundraising and chapter events, and administrative support of the chapter. The individual works collaboratively with the employees, volunteer staff of the Chapter, as well as the Board of Directors, HQ contacts, donors, and community representatives. The ideal candidate will be working in a fast-paced environment that encompasses the full-cycle HR/payroll functions. The candidate must have a broad knowledge of onboarding laws and be able to work efficiently to ensure the completeness of HR projects, payroll, and operations.

Ideal Candidate

The Orange County Chapter of First Tee seeks candidates who are strong leaders with outstanding communication and interpersonal skills; high energy, with a “can do” attitude; proactive and flexible in an environment of change, a critical thinker, customer service friendly, and solution oriented. The ideal candidate will have a high level of integrity who lives the nine core values of First Tee, will be passionate about youth and enjoys working with staff, a volunteer community, participants, and their families. The ideal candidate will work collaboratively and partner closely with the CEO with achieving chapter key initiatives and organization benchmarks.

Roles and Responsibilities

- Human Resources. Oversight of the day-to-day operations of the human resource responsibilities, as well as the administration of the human resources policies, procedures, and programs. handles employee relations, recruiting, training and development, benefits, and compensation.
- Payroll. Oversight of administration, timekeeping, collection, and reporting of payroll needs of all employees.
- Donor Management Tracking and Support: Oversight of the CRM (Donor Database) Including inputting prospecting, new & current donor contacts. Processing receipts/thank you notes, generating mailing lists and overall maintenance of the system. Will be communicating directly via phone or in person with donors as needed.
- Event Coordination: Oversight of the Givesmart fundraising software including inputting of the event information and tracking of donations. Support the administration and project management of events that are occurring in the chapter including fundraising, volunteer, and participant events.
- Administrative: Oversight of administrative needs of the CEO and staff, calendar management for the chapter, point of contact for chapter incoming calls/emails/texts and distribution of messages/follow up.
- Technical Support Liaison: Includes oversight of cloud document storage and assuring staff has computer/email/technical needs met.
- Volunteers Program: Assist in the recruiting and communicating with volunteers, tracking, of the volunteers and other duties as needed associated with the chapter volunteers.
- Duties as assigned & needed

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with Onboarding process.
- Prepares new-employee files and assists with off-boarding termination procedures.
- Conducts audits of employee files and employee documents.
- Assists with providing research for policies, training, and other human resource issues.
- Conducts payroll entries and payroll related duties.
- Assisting with providing research for policies, onboarding forms, training, and other human resource issues.
- Oversight and implementation of donor management and fundraising tracking/support.
- Makes copies, mails, scans, emails documents; and performs other clerical functions as needed.
- Files documents into appropriate chapter files.
- Assists or prepares correspondence as requested.

Qualifications

- Bachelor's Degree preferred
- Project management skills, business acumen, detail orientation, with demonstrated responsiveness, exceptional communication skills, and interpersonal flexibility is required
- Strong technical skills and digital savvy
- Charismatic, personable, and motivational in working with youth, parents, donors, volunteers, and board members
- 1-3 years of professional experience in Human Resources and/or Payroll
- Solid understanding of human resources functions and knowledge (i.e., employment law, recruiting, compensation, learning & development a plus)
- Proficient with Microsoft Office (Word, Excel, and PowerPoint)
- Experience with Paychex, Salesforce, and other database systems a plus

Competencies

- Critical evaluation
- Relationship management
- Strong verbal and written communication skills

- Ability to work with a diverse group of people
- Good organization skills required
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to type, file, or lift office supplies up to 20 lbs.

Additional Position Criteria

An excellent command of the English language, both verbally and written, is required.

The individual must also successfully complete a Safe Sport pre-employment background check and training

Compensation

The Compensation is commensurate with experience and qualifications.

Salary Range: \$65,000-\$85,000

Please submit your resume, compensation history and other relevant information to information@thefirstteeoc.org.

No phone calls please.