



## **Human Resources Specialist, Job Description**

At USA Gymnastics, our mission is to build a culture of excellence where all members of the community can thrive in sport and in life. We are an athlete-centric organization and are guided by our organizational values: Safety, Accountability, Integrity, Transparency, and Listening. As part of making safety our highest value, it is part of everyone's role in the organization to prioritize the protection of members.

### **Summary Description**

The human resources specialist is directly responsible for onboarding, compensation, benefits, culture development, performance management and hiring. This position reports to the Chief Operating Officer.

### **Duties and Responsibilities**

- Develop, implement, and administer recruiting, hiring and on-boarding processes for the organization.
- Develop, recommend, and implement personnel policies and procedures; update and maintain the employee handbook.
- Perform benefits administration and payroll.
- Work with benefits company to complete 5500 tax return.
- Conduct an annual review of organization compensation, benefits, and bonus plan.
- Implement communications plan to ensure timely and accurate communications with all employees regarding benefit plans, updates to personnel, and other HR related matters.
- Provide compensation and organizational structure philosophy recommendations to management.
- Support the performance review program.
- Establish and maintain department records and reports, including organizational charts and employee directory.
- Ensure compliance with all federal, state, and local employment laws.
- Create and implement employee engagement initiatives driving overall culture and improving employee retention.
- Manage human resources budget to plan; support annual budgeting process by providing timely and accurate information and budgetary requirements for the human resource function.
- Lead the organization in the continual development of a culture of safety, accountability, teamwork, ethics, and the commitment to servicing stakeholders, including athletes, membership, and our communities.



- Develop and implement professional development paths for all Staff members.
- Other duties as assigned.

### **Requirements and Competencies**

- Strong HR generalist with payroll and benefit administration experience
- Excellent communication and organization skills
- Cultivate positive relationships and drive employee engagement while demonstrating authenticity and a high emotional intelligence quotient.
- Cultural and global awareness
- Ability to proactively problem solve.
- Accountable and willing to make decisions.
- Ability to maintain a positive "can do" attitude under stress.
- Demonstrated ability to work well with all functional units and levels of an organization.
- Experience being the sole HR team member or having enough generalist and combined leadership experience that indicates readiness to lead HR overall.

### **Education and Experience**

- Bachelor's degree in business or human resource management or related field
- Minimum of three years of experience, including demonstrated generalist experience in compensation, benefits, and human resources administration
- SHRM Certified Professional (SHRM-CP) credential preferred.

### **Other Information**

- Position is based in Indianapolis, Indiana – currently a hybrid work environment.
- Salary and benefits commensurate with experience.
- Weekend work and limited travel may be required.
- Other duties/projects as assigned.

To apply, send resume to: [recruiting@usagym.org](mailto:recruiting@usagym.org). Please include the job title in the subject line of your email.

*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

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