

# Job Posting – HR & Volunteer Services Specialist

## Organization Overview

A leader in child development, Penfield Children's Center creates a positive start in life for infants and children, many of whom have developmental delays or disabilities, by providing early education, health services, and family programming. To carry out its mission, Penfield delivers research-based programs at the critical time of early brain development when physical, cognitive, language, social, and self-help skills are formed.

Penfield Children's Center is named in honor of Dr. Wilder Penfield (1891-1976), a world-renowned neurosurgeon who strongly advocated early intervention for children with developmental delays and disabilities. His quote, "Never underestimate the capacity of the very young, and never, never let them down," has been the foundation of Penfield's mission since 1967. His knowledge and wisdom underlie our philosophy of care for infants and young children even today.

Today, serving more than 1,700 children annually, Penfield offers high-quality integrated services and a safe and stimulating environment for children, families, and community partners to maximize early development and learning.

### What We Do

- We communicate effectively, give feedback honestly, and receive it with an open mind.
- We use data and processes to drive decisions.
- We celebrate success and learn from our mistakes.
- We work to find balance in our personal and professional lives.
- We provide the same care and compassion to our colleagues and ourselves that we share every day with the people we serve.

**Penfield is committed to enhancing our environment through diversity, equity, and inclusion. Our commitment to these principles is grounded in our ability to carry out our agency's core values to adequately serve children and families.**



## Position Highlights

The Human Resources & Volunteer Services Specialist is responsible for providing HR support services at both Penfield Children's Center and Penfield Montessori Academy. This position also coordinates all volunteer and student experiences at Penfield Children's Center. The Human Resources & Volunteer Services Specialist reports to the Director of Human Resources.

The primary functions of this role include: providing staffing and new employee processing, coordinating and leading orientations, supporting payroll processing, enhancing the Penfield culture, providing support to a variety of HR department functions, and coordinating all student and volunteer experiences at Penfield Children's Center.

This position is a great opportunity for someone that has keen attention to detail and organization skills, loves supporting staff and volunteers, and wants an opportunity to have a position with a variety of tasks each day.

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## Qualifications

- Bachelors Degree in Human Resources, Business Administration, or related field preferred
- 1-2 years of experience working in a Human Resources department with a broad understanding of all functions preferred
- Experience managing a volunteer program preferred
- Self-starter and willing to take initiative; able to work independently with accountability
- Ability to communicate effectively with employees at all levels of the organization, applicants of all levels, and outside professionals
- Actively demonstrates a commitment to understanding and advancing diversity, equity, and inclusion efforts
- Critical analytical skills and a detail-oriented focus
- Ability to manage multiple projects
- Excellent written and oral communication skills
- Computer literacy required: efficiency in Microsoft Office and the ability to learn new programs
- High level of confidentiality and business ethics
- Ability to work well independently or as a member of a team
- Ability to lift or move objects of 25 lbs. or less on a daily basis
- Understands, exhibits, and promotes the Penfield Core Values

- Meeting vaccine standards as outlined in the Bloodborne Pathogens Exposure Control Plan and COVID-19 Vaccine Policy
- Pay: \$36,212 - \$54,318 annually
- Day shift: Monday to Friday

**To Apply:** Submit a cover letter and resume to [employment@penfieldchildren.org](mailto:employment@penfieldchildren.org)

## Penfield's Core Values

**Lead with Love** - We welcome everyone with compassion and empathy; patience and kindness. To lead with love, we look for the best in our co-workers, our families, and ourselves.

**Grow with Us** - We celebrate our successes and learn from our mistakes. We believe there is always a better way of asking questions that challenge the status quo, improve our process, and make our work easier. "Grow with us" allows us to focus on how we can improve ourselves and, in the process, better serve the children and families in our care.

**Better Together** - Together, we can do amazing things. Children and families trust us and depend on us to work as a team to meet their needs. We are better together when we maximize our strengths, the gifts of our colleagues, and the commitment of our amazing partners.

**Do What It Takes** - We are determined, motivated, and adaptable. We solve problems. We own our work, our actions, and our behaviors. We step up to help our co-workers, partners, and our families. We do what it takes to get the job done right and done well.

**Be Present** - We bring our best genuine selves to everything we do. Being present allows us to bring our passion and commitment to our work to ensure the best possible outcomes for Penfield.