



City Parks Foundation
830 Fifth Avenue, New York, NY 10065
www.cityparksfoundation.org

Position/Title: Senior Human Resource Manager (Generalist)

Contact: Send resume and cover letter to cpf-HR@cityparksfoundation.org

ABOUT CITY PARKS FOUNDATION

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

POSITION SUMMARY

The Senior Human Resource Manager (Generalist) will help to create and maintain a joyful, diverse and inclusive work environment and culture for all City Parks Foundation staff. Supervising an HR Administrator, the Senior Manager will report to the COO and will run the daily functions of the Human Resource (HR) department including interviewing and hiring staff; administering pay, benefits, and leave; employee relations; and developing and upholding compliance with organizational policies and practices.

RESPONSIBILITIES

- Supervise the HR Administrator and oversee payroll and benefits administration

- Compliance
 - Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews CPF's policies and practices to maintain compliance.
 - Review, track, and document compliance with mandatory and non-mandatory trainings
 - Develop and track all internal and external training and education, including but not limited to safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
 - Stay abreast of HR law and regulations and apply when required
- Recruitment
 - Recruit, interview, and facilitate the hiring of diverse, qualified applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
 - Maintain all applicant tracking
 - Oversee new employee onboarding process
- Employee Relations
 - Identify and create opportunities for all staff to realize their full potential through training and professional development, including managerial training, DEI and workplace culture training.
 - Support employees at all levels, handling employment-related inquiries from applicants, employees, and supervisors.
 - Manage a constructive and timely performance evaluation process.
 - Support employee development including coaching, conflict resolution, disciplinary action, and performance improvement efforts.
 - Participate in employee disciplinary meetings, terminations, and investigations.
 - Develop and oversee employee recognition program.
- Develop and communicate HR process and procedures
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelors degree in Human Resources, Business Administration, or related field required.
- At least 5-7 years of human resource management experience preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution 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.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suite or related applications.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.



- SHRM-CP a plus.

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