

Personnel Coordinator

Department	Human Resources or Personnel
Supervisor(s)	Management
Position Term	Year-round

Position Description The Personnel Coordinator is responsible for recruiting, hiring, orienting, and scheduling of approximately 60 seasonal staff and 4 year-round staff of Camp Denali, North Face Lodge and Parkside Guest House. This position can and does fill in for reservations staff when necessary and assists management, given particular skills/experience of the person. This position includes no direct staff supervision.

Compensation Salary is commensurate with training and experience. Six weeks of paid time off (PTO) is available during the first winter (mid-September to mid-May); it increases to seven weeks the second winter and eight weeks the third winter. A high-deductible group health insurance plan, which can be paired with an employee-funded Health Savings Account (HSA) is offered. There are no charges for room or board during the summer season. Summer guest gratuities are pooled and divided equally among all staff, amounting to approximately \$350/person/month.

Major Functions During the summer primary responsibilities include creating and maintaining the seasonal staff work schedule, organizing staff training and orientation, consulting with seasonal supervisors to effectively implement mid- and end of season performance reviews of seasonal staff, and working with management to facilitate conflict resolution. The Personnel Coordinator is a facilitator who helps create and maintain an effective team with high morale. He/she facilitates weekly staff meetings of various groups of staff (e.g. hosts, supervisors, all staff), may work in other staff positions, and may serve as replacement staff in case of an emergency. Complete understanding of the company's mission and assisting management in supporting and interpreting that mission to staff is integral to this role.

In the off-season, primary responsibilities include advertising, recruiting, interviewing, and hiring seasonal staff, working with Department Coordinators and management in the hiring of staff, assisting management with employee benefit programs, reviewing and updating the Staff Handbook and Policy Manual and other documents related to year-round and seasonal employment. The Personnel Coordinator also works with the reservation team to answer phones and process guest reservations.

Knowledge, Skills, Abilities Attributes sought for this position include a demonstrated ability to foster the creation and maintenance of a cohesive team, attention to detail, thoroughness, and excellent mentoring skills. The position also requires good time management, accurate record keeping, solid written and verbal communication skills, and experience in facilitation.

Other Requirements A baccalaureate degree and previous employment in leadership and supervisory roles is essential. Previous employment in the field of human resources is extremely valuable. Willingness and desire to live and work in remote communities for a small, family-owned business: summer in the heart of Denali National Park and winter just outside the Park Entrance. Willingness to pitch in when needed, sometimes off the clock.

Working Conditions & Physical Demands Desk work in the fall, winter and spring; long periods working on a computer, long hours on the phone conducting interviews. Summer job duties involve walking up and down the one mile, five hundred vertical foot gravel driveway between North Face Lodge and Camp Denali, sometimes multiple times a day.