

Personnel Co-Coordinator

This position manages the organizational structure of the Hub Bike Co-op including: hiring, scheduling, worker handbook, training, evaluations, and resolution and grievance procedures. This person will report to Hub Worker Owners and the Steering Committee. This is a part-time year round position of about 12-16 hours/week. Each coordinator must have regularly scheduled floor shifts at different locations. These positions qualify as level 4 of the wage scale, and wage is determined based on experience.

Responsibilities:

- Rotate responsibility of preparing agenda and facilitating monthly meetings for Personnel Committee with Personnel Co-coordinator
- Work with Personnel Co-coordinator to perform all necessary hiring tasks according to policy including: work with Department Coordinators to find hiring needs, maintaining all applications, reviewing and corresponding with applicants, scheduling interviews, and maintaining hiring documents and policies
- Work with Personnel Co-coordinator to carry out all new hire paperwork, make sure that they have Google, point of sale, and Humanity accounts, handbook orientation, etc.
- Work with Personnel Co-coordinator to facilitate health insurance enrollment and paperwork for eligible Hub employees
- Work with Personnel Coordinator to carry out appropriate Review Processes: make sure that employees understand their review process (3 month, SIPR, Exit Review, etc.), schedule reviews, send out review forms, organize all review records
- Maintain accurate files for all hire/worker documents and all applicants
- Maintain record of pay scales and raises according to policy and ensure that policy is followed: bring employee's raise recommendation forms to the appropriate committee for review and raise approval, inform bookkeeper of changes, and make changes to employee records
- Provide or organize with other Personnel Coordinator personnel related trainings for the hub as needed, including: facilitation, mediation, communication, co-operative development, candid conversations, and Hub policy and processes
- Communicate information from the personnel committee to other areas of the shop including worker owners and Hub workers via updates at general meetings and messages.
- Oversee Resolution Process and ensure it is followed by the Hub Bike Co-op
- Give assistance to Hub staff that are having disagreements and help aid them in a resolution and if necessary provide mediation or outside mediation if necessary
- Organize the posting of meetings (general meetings, committee meetings, and worker owner meetings) and oversee the scheduling of the Hub meeting calendar
- Post current and/or annual "who does what at the hub" chart of who is on each committee and who fills each job.
- Work with employees to make sure their job descriptions are current and that they understand their job expectations
- Work with bookkeeper to see that Unemployment Insurance benefit guidelines are met and followed, as well as filing worker's comp claims and other employee forms and documentation that is needed from employers
- Assist in ordering of office and store supplies
- Facilitate the planning & budgeting for Personnel Winter Projects, and check-in with bottom liners
- Keep handbook updated, current, and accessible

Desired qualifications:

- Experience in communication and interpersonal group relations

- Organized and detail oriented
- Ability to prioritize tasks and work independently and efficiently
- Ability to have candid conversations with co-workers and maintain an open and respectful environment
- Experience in human resources and personnel issues
- Experience in cooperative development
- Motivated individual
- Experience with facilitation and consensus process, management, and/or running a business

Time Expectations:

- Flexible scheduling according to time of year
- Minimum of two shifts/week in order to be available for personnel concerns (average 16 hours/week) with some added hours at spring hiring
- Must attend general meetings (2 hours/month)
- Must attend and organize monthly personnel meetings (2-4 hours/month)

