

## **Delaware North Parks and Resorts at Sequoia**

**Position: Human Resources Generalist**

**Job Opening ID: 509572**

**Location: Sequoia National Park**

Sequoia & Kings Canyon National Parks in California will expand your perspective, renew your spirit and challenge your sense of wonder. Like the sky-piercing trees that grow only here, Sequoia and Kings Canyon's scale is ancient and epic. This is dynamic, full-screen Sierra recreation, on a level that field guides and trail maps only begin to reveal.

At Sequoia National Park, our facilities include the Wuksachi Village & Lodge which is open year round. Lodgepole Center, Wolverton Meadow, and Bearpaw High Sierra Camp are summer seasonal operations.

At Kings Canyon National Park, you will find Grant Grove Village where visitors will discover a hub of services and amenities and is open year round. Cedar Grove is open during the summer months.

DNCP&R is committed to building a team of employees dedicated to providing a memorable guest experience. Employment within Sequoia National Park and Kings Canyon National Park will provide you with the opportunity to serve visitors from around the world in a unique ecosystem found nowhere else on earth.

A global leader in hospitality and food service, Delaware North Companies, Inc. is one of the largest privately held companies in North America. The company has a strong reputation in its industries – hospitality, food service, travel and tourism, retail, gaming and entertainment- with more than 100 locations in the United States, Canada, Australia, New Zealand and England.

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The Human Resources Generalist will be responsible for assisting with recruiting, hiring and staffing of associate workforce for Sequoia and Kings Canyon. Duties include maintaining applicant tracking system, administer unit's pre-employment background/drug testing programs; process new hire paperwork. Assist with human resource functions/administration at the unit level, specifically supporting non-exempt workforce; including training, coaching/counseling, employee relations, benefits and terminations. Specific duties include:

- Assist HR Manager with direction and guidance to managers and associates on human resource policy/issues, including recruitment, employee relations, corrective counseling, policy interpretation, legal compliance, health and welfare benefits, worker's compensation and disability. Ensure unit compliance with all federal, local, and corporate employment requirements, i.e. I-9, EEOC, OSHA and employee files.
- Responsible for recruiting, hiring and staffing of associate workforce at Sequoia and Kings Canyon. Participates in job fairs. Maintains background and drug testing process.

Manages job boards, applicant tracking system and administer unit's pre-employment background/drug testing programs. Assist in processing new hire paperwork for both Kings Canyon and Sequoia.

- Thoroughly investigate and research employee relations issues under the guidance of the Human Resources Manager and makes recommendations. Respond to company policy and procedure questions.
- Implement and deliver unit-specific training programs for hourly employees, including facilitation of New Hire Orientation and Guest Path training.

**Qualifications:**

- Bachelor's degree preferred.
- Minimum three years experience in human resources with a background in employee relations.
- Strong organizational, analytical and problem-solving skills and attention to detail.
- Good communication skills, ability to speak with all levels of an organization and demonstrate high integrity when dealing with sensitive and confidential information.
- PHR Certification preferred.
- Knowledge of HR and state and federal employment law.
- One year experience recruiting domestically and internationally is preferred.

**How to Apply:**

Apply online at [www.delawarenorth.com/careers](http://www.delawarenorth.com/careers)