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**Museum of Discovery**  
**Human Resources Officer**  
**Job Description**

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**Job Summary:**

Manages all aspects of human resources and volunteer administration for the Museum of Discovery, supporting a people-first culture through recruitment, employee and volunteer engagement, compliance, professional development, and day-to-day HR operations.

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**Department:** Administration

**Reports to:** Executive Director

**Education:** Associate or bachelor's degree in human resources, business administration, or related field preferred.

**Certification:** HR certification (SHRM) plus knowledge of regulations, policy, technology, and practice.

**Experience:** Minimum of five (5) years of experience working in a related human resources role.

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**Workplace Values:**

We are looking for employees who exemplify our company values:

- **Imagination** – We are dedicated to providing an experience that fosters imagination and ignites passion.
  - **Growth** – We are passionate about training our employees and recognizing the uniqueness of everyone.
  - **Neighborly** – We strive for positive relationships, where everyone does their part to make them successful.
  - **Integrity** – We adhere to the highest moral and ethical standards in all that we say and do.
  - **Teamwork** – We are a diverse but unified team, working together to achieve excellence in all that we do.
  - **Embracing Change** – We are always open to new ways to improve employee engagement.
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**Special Skills and Personal Attributes:**

- Strong knowledge of HR best practices, employment law, and compliance requirements.

- Experience recruiting, onboarding, and managing volunteers in a nonprofit or mission-driven organization preferred.
- Excellent organizational and time-management skills with strong attention to detail.
- Ability to handle confidential information with discretion and professionalism.
- Strong interpersonal and communication skills to collaborate effectively with employees, volunteers, leadership, vendors, and community partners.
- Demonstrated ability to manage multiple priorities and adapt in a fast-paced environment.
- A genuine passion for the Museum of Discovery's mission and a commitment to fostering a positive workplace culture.
- Ability to work occasional nights and weekends for special events, programs, or volunteer activities.
- Strong commitment to lifelong learning and to helping others achieve their potential
- Superb coaching, communication, and conflict resolution skills
- Cross-cultural fluency and demonstrated ability to work well with diverse teams

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#### **Job Responsibilities:**

- Oversees all human resources functions, including recruitment, onboarding, employee relations, performance management, and offboarding.
- Recruits, trains, schedules, and manages volunteers for the museum, ensuring a positive and engaging volunteer experience.
- Serves as the primary point of contact for volunteer relations, including communication, recognition, and retention initiatives.
- Provides “people-first” support for employees and volunteers, including ordering, maintaining, and distributing logo wear and related supplies.
- Maintains inventory of employee and volunteer apparel and ensures timely reordering as needed.
- Maintains personnel records for all employees and volunteers, ensuring files are accurate, up to date, and compliant with applicable laws and policies.
- Assists leadership with employee engagement initiatives and workplace culture programs.
- Supports professional development opportunities for team members, including training coordination, continuing education, and internal growth initiatives.
- Communicates museum policies, procedures, and HR-related updates clearly and consistently to employees and volunteers.

- Ensures compliance with federal, state, and local employment laws and HR best practices.
  - Assists with benefits administration, employee questions, and coordination with insurance carriers as needed.
  - Collaborates with the Finance Director and leadership team on HR strategy, staffing needs, and organizational planning.
  - Assists with employee evaluations and performance management processes.
  - Supports internal initiatives related to diversity, equity, inclusion, and employee well-being.
  - Other duties as assigned by the Executive Director
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### **Working Conditions/Physical Requirements**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
  - General office environment. Work is sedentary in nature, but may require standing or walking for up to 10% of the time. Work is generally performed within an office environment, with standard office equipment available.
  - Ability to perform position functions and must be able and willing to work on-site, in shared indoor and outdoor space with staff and the public following guidelines in accordance with the health department and local ordinances.

The responsibilities listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Museum reserves the right to revise or change position, duties, and responsibilities as necessary to accommodate changing organizational needs.

Please send your resume, a cover letter and three references to:

[sschnell@museumofdiscovery.org](mailto:sschnell@museumofdiscovery.org)

Or by mail to:

Steven Schnell

Museum of Discovery

500 President Clinton Avenue, Suite 150

Little Rock, AR 72201

(No phone calls please)