

HUMAN RESOURCES DIRECTOR

PURPOSE OF POSITION

To strengthen Watered Gardens Ministries by cultivating a healthy, Christ-centered workplace in which employees are equipped, supported, and accountable to advance the mission. The Human Resources Director provides ministry-wide leadership for recruiting, employee relations, compensation and benefits administration, policy development, legal compliance, and staff development across all Watered Gardens locations.

RESPONSIBILITIES

- **Mission and culture.** Champion Watered Gardens' mission, statement of faith, values, and standards of servant conduct throughout the employee experience.
- **Human resources leadership.** Develop and carry out HR strategies, systems, policies, and annual goals that support ministry priorities across all campuses and programs.
- **Recruiting and hiring.** Lead workforce planning, job-description development, recruitment, interviewing, reference and background checks, offers, and hiring documentation in partnership with supervisors.
- **Onboarding and orientation.** Provide a consistent onboarding process that prepares employees to understand and operate within the ministry's mission, culture, policies, safety practices, and expectations for their roles.
- **Employee relations.** Serve as a trusted resource to employees and supervisors; address concerns promptly, conduct fair and well-documented investigations, facilitate biblical conflict resolution, and recommend appropriate corrective action.
- **Policies and compliance.** Lead in the development and maintenance of an employee handbook and personnel policies; monitor applicable employment laws and regulations; and help ensure consistent, lawful, and mission-aligned employment practices.
- **Compensation, benefits, and leave.** Administer or coordinate compensation, benefits, payroll-related HR processes, workers' compensation, and employee leave, including accurate records and timely communication.
- **HR systems and records.** Maintain complete, confidential personnel records and accurate HR-system data; prepare reports and track workforce metrics for leadership and board use as requested.
- **Training and development.** Assess staff-development needs and coordinate training for supervisors and employees in leadership, workplace conduct, safety, compliance, and ministry culture.
- **Safety and risk management.** Partner with operational leaders to strengthen workplace safety, injury reporting, return-to-work processes, and practices that protect employees, volunteers, guests, and the ministry.
- **Volunteer partnership.** Coordinate with staff responsible for Watered Gardens' substantial volunteer workforce so that screening, conduct expectations, training, and incident-response practices align appropriately with ministry policies.
- **Leadership participation.** Serve on the ministry leadership team, provide sound counsel on people-related decisions, attend staff and leadership meetings, and complete other duties necessary to advance the mission.

ORGANIZATIONAL RELATIONSHIPS

- The Human Resources Director reports directly to the CEO and serves as a member of the ministry leadership team.
- The position works closely with campus and program directors, supervisors, finance and operations staff, and those responsible for volunteer engagement.
- The Human Resources Director handles sensitive matters with discretion and, when appropriate, coordinates with employment counsel, insurance providers, benefits vendors, and other professional partners.

JOB REQUIREMENTS

- A mature and growing Christian faith, agreement with Watered Gardens Ministries' statement of faith, and a demonstrated commitment to biblical standards of character and servant leadership.
- Bachelor's degree in human resources, business administration, organizational leadership, or a related field preferred; equivalent relevant experience will be considered.
- At least three years of progressively responsible human resources experience, including meaningful experience advising supervisors and resolving employee-relations matters.
- Working knowledge of employment law, wage-and-hour requirements, leave administration, benefits, workers' compensation, workplace investigations, and personnel-record practices.
- Ability to navigate H.R/employer requirements for employees who live in states other than Missouri.
- Strong judgment, emotional maturity, confidentiality, integrity, and the courage to address difficult issues directly and graciously.
- Excellent interpersonal, listening, conflict-resolution, verbal, and written communication skills.
- Ability to build trust and work effectively with employees and volunteers from varied backgrounds while maintaining clear ministry standards and appropriate professional boundaries.
- Strong organizational skills, attention to detail, follow-through, and the ability to manage multiple priorities across approximately five ministry campuses.
- Proficiency with Google Workspace and Microsoft Office; experience with Gusto or a comparable HR/payroll information system preferred.
- SHRM-CP, SHRM-SCP, PHR, or SPHR certification preferred.
- A servant's conduct and willingness to participate fully in the spiritual and organizational life of Watered Gardens Ministries.

HOURS

- Full-time, generally Monday through Friday during regular ministry business hours, office onsite minimum of 3 days/week or as needed.

COMPENSATION

- Range depending on experience, \$50,000 to \$55,000 plus benefits.