



NOTICE OF AVAILABLE FULL-TIME POSITION JOB REQUIREMENT PROFILE

DATE POSTED: July 23, 2010

POSITION TITLE: Area Manager, Human Resources

DEPARTMENT/DIVISION: Human Resources

GENERAL SCOPE OF POSITION: Under limited supervision, oversees Recruitment, Supplemental and International staffing, Training of Seasonal Park Associates, and Activities to ensure adequate staffing levels are met and retained. Supervises and reviews the work of subordinate staff. Performs related supervisory and professional work as required. Reports to the Director, Human Resources.

ESSENTIAL JOB FUNCTIONS:

- Supervises the recruitment and employment of seasonal Park employees, new hires and rehires, and all Park volunteer, temporary and supplemental staffing to ensure quality hiring and adequate staffing levels.
- Supervises the International Staffing Program including participation in international recruiting trips; partner with agency representatives and attend meetings as needed.
- Supervises the training programs for all seasonal Park employees.
- Plans and coordinates seasonal associate activities.
- Supervises duties of subordinate seasonal staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; approving employee promotions, transfers and discipline, and recommending discharge.
- Develops and implements proactive recruitment techniques.
- Supervises the group volunteer program.
- Monitors recruitment calls placed by recruiters and group volunteer coordinators.
- Manages assigned budget; ensures efficient use of funds in all unit functions and activities. Reviews and forwards for approval all purchase requisitions.
- Maintains communication with Park managers, supervisors and staff to determine staffing needs and problems.
- Ensures that interview and selection techniques used are in compliance with Cedar Fair/Park policies and procedures and all applicable laws and regulations.
- Analyzes all applicant tracking data; reviews for measurement against the strategic recruitment plan and requisitions. Adjusts recruitment activities as needed.
- Analyzes all data to develop and recommend a strategic recruitment plan for all Park associates.
- Partners with Marketing to allocate advertising space and prepare media plans to enhance recruitment and promote community involvement.
- Plans all recruitment activities including job fairs.
- Develops partnerships with, analyzes and maintains effective working relationships with schools, colleges and universities, community groups, government agencies, etc., to develop a quality pool of job applicants.
- Partners with Marketing on the development of communications through the Kings Island employment web page and other coordinated web sites.
- Partners with Marketing and the Corporate Art Department to develop recruitment collateral and communications.
- Receives and responds to inquiries concerning employee policies and procedures and other department functions.
- Serves as Human Resource Officer on Duty as scheduled.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other park managers, park department heads and employees, subordinates, family members of employees, job applicants, guests, corporate officials and employees, vendors, school/college personnel, employment

- agencies, community organizations, news media, and the general public.
- Other duties as assigned by the Human Resources Director and Management.

LAST DATE FOR CONSIDERATION: August 6, 2010

MINIMUM TRAINING AND EXPERIENCE:

Requires a Bachelor's degree in human resources or related field supplemented by three to five years of experience in human resource recruitment, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Interested applicants should email resume along with salary history to careers@visitkingsisland.com or fax to 513-754-5745. Resumes may also be mailed to the Kings Island Human Resources Office, 6300 Kings Island Drive, P.O. Box 901, Kings Island, Ohio 45034.

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