



Volunteer HR Assistant

- Are you interested in using your human resources and administrative experience to enhance the experience of the Fairyland team?
- Are you excited about the possibility of being involved with a unique 71-year-old educational experience that is part of the fabric and history of the City of Oakland?

If you said “yes!” to these questions, please consider becoming a part of Fairyland’s mission to maintain our reputation as a renowned, regional storybook park dedicated to stimulating a child’s imagination as our **Volunteer HR Assistant**. We need your help to create a magical fantasy world for young children to create, imagine, play and learn!

The **Volunteer HR Assistant** performs a wide range of Human Resources functions, reporting to the HR Consultant. Duties include entering new and existing employee data, organizing personnel files into the HRIS system and preparing onboarding and off-boarding documents for new and departing employees.

Essential duties and responsibilities

- Organize separated employee personnel files by year to align with data destruction policy
- File and/or scan outstanding documents into personnel files
- Prepare copies of onboarding and off-boarding documents for new and departing employees
- Other administrative duties as assigned

Knowledge, skills and abilities

- One to two years Human Resources experience required, ideally in an HR support function
- Intermediate to advanced computer skills including Google Workspace and MS Office Suite
- Must be a model of confidentiality, discretion and diplomacy
- Able to successfully pass background screening
- Willing to commit to four to eight hours per week for three months

Physical Requirements

This position is primarily located in an office environment. Able to perform the following duties with or without accommodation:

- Ability to meet mandatory COVID-19 vaccination policy;
- Ability to provide proof of full COVID-19 vaccination prior to start of volunteer engagement;
- Ability to wear and maintaining a face mask for the duration of the scheduled shift;
- Stand, sit, kneel, walk, bend, and perform repetitive motions for the duration of a four (4) hour shift
- Able to operate a computer and keyboard for duration of four (4) hour shift
- Traverse safely over uneven terrain throughout the entirety of the 10-acre amusement park
- Safely lift and transport items up to 50 lbs.

Children's Fairyland fully and actively supports equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or

any other characteristic protected by federal, state or local laws. Our commitment applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We see candidates with a demonstrated commitment to diversity, equity, and inclusion, community building, and meaningful connection with a broad range of people and institutions.

Featured in the *Wall Street Journal's* travel section on unique places to visit in Oakland and touted by *Buzzfeed* as “The Most Amazing Place to take Kids” in California, Children’s Fairyland is the first storybook theme park in America! In 1950 a group of dedicated and visionary Oaklanders partnered with the Oakland Park Superintendent and garnered support from enthusiastic citizens to build the outdoor 10-acre theme park on the shores of Lake Merritt. Visited by Walt Disney as he was conceptualizing Disneyland, Fairyland has inspired many other fairytale-themed parks across the United States. Last year, about 220,000 visitors enjoyed Fairyland’s many activities and programs, and through our outreach program, free or reduced admission is offered to over 16,000 children and families annually. Fairyland operates 362 of 365 days a year, weather permitting.

COVID-19 update: In an effort to keep our visitors, staff, volunteers and communities safe, Fairyland adopted a mandatory COVID-19 vaccination policy. In accordance with state and federal laws, Fairyland will consider all qualified volunteers requiring a reasonable accommodation from our vaccination policy based on a medical condition or sincerely held religious belief.