



**HAVRE  
ENCOURAGES  
LONG-RANGE  
PREVENTION**

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUBS  
OF THE HI-LINE**

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## POSITION DESCRIPTION

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Title: HR/Compliance Assistant/YRC

FTE: Full-Time (40 hours per week)

Salary: \$17.44 - \$19.47/hour (depending on experience and education)+ Benefits to include medical insurance, optional dental/vision, 401k, life insurance, short-term and long-term disability, paid vacation/holidays and an incentive program

### **SUMMARY:**

The Compliance Program Assistant supports the Compliance Program Director in all facets of the compliance program tasks for all Montana outlets that provide age-restricted substances. Human Resource duties involve assisting with hiring, training and record keeping for employees of the HELP Committee and Boys & Girls Club of the Hi-Line. YRC duties include intake, record keeping and working with referred youth to complete classes and community service.

### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Assisting with the hiring process including preparation of job descriptions, solicitation of applications, and interview process
- Ensuring the on-boarding process is complete for new employees
- Facilitation of on-line trainings for new employees
- Performing background checks on new/current employees
- Maintaining training and other employment records
- Reconciling inspection data
- Updating the compliance database
- Communication with statewide partners to ensure the compliance check process proceeds smoothly and on-schedule

### **SKILLS/KNOWLEDGE:**

- 4-year degree preferred but not required
- Strong technology skills including database management and office suite applications preferred
- Strong verbal and written communication skills.
- Detail oriented and self-motivated
- Excellent interpersonal skills and the ability to work well with all types of people.

To apply, contact Tim Brurud at 406-265-6206 or visit our website ([www.bgchi-line.net](http://www.bgchi-line.net)) to download an application.

**DISCLAIMER:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All positions are supported through an assortment of grant and contract opportunities. Staff acknowledges that as funding streams change, hours and/or duties will be adjusted accordingly.

