



HR Business Partner Job Description

DEPARTMENT:	Human Resources	FLSA STATUS:	Non-Exempt (YTR)
REPORTS TO:	VP- Human Resources	STATUS:	Full Time Year Round
DATE APPROVED:	May 25, 2026	APPROVED BY:	VP- Human Resources
WAGE RANGE:	\$38–\$48 per Hour	LOCATION:	Onsite

ABOUT US

The Summit at Snoqualmie is the Pacific Northwest’s premier mountain recreation destination and Seattle’s closest ski and snowboard area, located just 52 miles east of downtown Seattle on Interstate 90 at Snoqualmie Pass, Washington. Widely known as “Seattle’s Home Mountain,” The Summit is a beloved gathering place for outdoor enthusiasts of every skill level—from first-time skiers to seasoned backcountry riders. Owned and operated by Boyne Resorts, one of North America’s leading resort companies, The Summit at Snoqualmie combines a century-long mountain legacy with a commitment to continuous investment, innovation, and community.

POSITION SUMMARY

We’re looking for an emerging HR professional with 2–3 years of experience who is ready to grow into a well-rounded business partner. Reporting directly to the VP of HR, the HRBP will support the design and lead the day-to-day implementation and execution of people programs across performance management, employee relations, L&D, DEI, manager development, and career pathing. This is a hands-on role for someone who thrives in a collaborative environment, loves working with people leaders, and wants to build their HR career at a dynamic resort company. This is an individual contributor role.

OUR VALUES: L.E.A.D.S.

Everything we do at The Summit is grounded in our Boyne L.E.A.D.S. values. We’re looking for someone who doesn’t just understand these values — but who will champion them, breathe life into them, and be instrumental in building the kind of strong, people-first culture that makes this mountain a place where team members want to show up and grow.

L

Long-Term Thinking: Think beyond the immediate request. Consider how your actions today affect employees, policies, and trust over time.

E

Excellence in Execution: Handle tough conversations — with care, accuracy, and follow-through.

A

Attitude is Everything: HR sets the tone. Show up with patience, empathy, and consistency — especially when situations are sensitive or stressful.

D	Develop Great People: Invest in the learning, growth, and potential of those around you.
S	Serve First: Put guests, team members, and community ahead of self.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended as general illustrations of the work in this classification and are not all-inclusive of the specific position.

Performance Management

- Coordinate performance review cycles and support managers through the process
- Assist with PIP documentation and disciplinary conversations under VP guidance
- Track active PIPs and follow up with managers on progress

Learning & Development and Culture

- Support the VP in designing L&D programs; lead coordination and delivery on the ground
- Execute culture initiatives, employee experience events, and engagement survey follow-up
- Facilitate Boyne University and leadership development sessions

Employee Relations

- Serve as first point of contact for employee concerns; conduct intake and gather facts
- Support investigations and coach managers on conflict and difficult conversations
- Escalate complex or high-risk matters to the VP

DEI, Manager Development & Career Pathing

- Implement DEI initiatives and help track and report metrics to leadership
- Deliver manager training programs co-designed with the VP
- Support career pathing frameworks and connect employees to internal growth opportunities

Conflict Resolution (Training Capacity)

- Shadow investigations with VP oversight; all actions require VP sign-off during this phase
- Build skills progressively and take on greater ownership as readiness is certified

Please note these are the key responsibilities of the role and not an exhaustive list.

QUALIFICATIONS

- 2–3 years of HR experience in a generalist, coordinator, or specialist role
- Solid foundation in employee relations, performance management, and HR compliance
- Strong communication and coaching skills with a people-first mindset
- A genuine passion for culture-building and living organizational values day to day
- Organized, detail-oriented, and comfortable managing multiple priorities
- Hospitality or resort experience a plus; PHR or SHRM-CP a bonus



EDUCATION AND/OR EXPERIENCE

Minimum 2–3 years of progressive HR experience in a generalist, coordinator, or specialist capacity. A bachelor's degree in Human Resources, Business Administration, or a related field is preferred. Equivalent combinations of education and experience will be considered. PHR or SHRM-CP certification is a bonus.

HOW YOU'LL SUCCEED

At the core, your role is about nurturing connections with people. Composure and an engaging, empathetic communication style will be key to achieving organizational goals. You will consistently promote Boyne Resorts core values of L.E.A.D.S. with all approaches and all undertakings.

WHY JOIN US

This role offers direct mentorship from an experienced VP of HR, a front-row seat to broad HR work, and the chance to be part of a team that takes as much pride in its culture as it does in its mountains. Perks include a free season pass, resort discounts, and access to Boyne's network of resorts across North America.

PHYSICAL DEMANDS

This is a primarily office-based, onsite role located at The Summit at Snoqualmie. The following physical requirements are representative of those that must be met to successfully perform the essential functions of this position:

Activity Requirements:

- Prolonged periods of sitting at a desk and working on a computer (4–6 hours per day)
- Frequent standing and walking throughout the office and resort facilities
- Occasional movement between floors and buildings across the resort campus
- Ability to lift and carry up to 25 lbs. (e.g., training materials, event supplies)
- Ability to operate standard office equipment including computers, phones, printers, and copiers
- Must be able to communicate clearly and effectively in person, over the phone, and in writing
- Occasional attendance at outdoor or on-mountain events may require exposure to cold weather, uneven terrain, or varying conditions

WORK ENVIRONMENT

This position is fully onsite at The Summit at Snoqualmie, located at Snoqualmie Pass, WA. The work environment is a professional office setting within an active mountain resort. Team members regularly interact with employees across resort departments in both office and outdoor settings.

- Indoor office environment with standard climate control
 - Regular exposure to a fast-paced, seasonal resort operation with peak periods of high activity
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- Occasional exposure to outdoor mountain conditions when participating in resort events or walk-throughs
- Collaborative team culture with shared workspaces and frequent cross-departmental interaction
- Resort operates year-round; flexibility during peak seasons (winter ski season and summer recreation) may be required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The Summit at Snoqualmie will provide reasonable accommodations to qualified persons with known disabilities to allow an individual to perform the essential functions of his or her job, as required by law. If you believe you require reasonable accommodation you should let your supervisor or human resources representative know as soon as possible.

Equal Opportunity Employer

Research shows that women and other underrepresented and historically marginalized groups tend to apply only when they check every box for the qualifications and desired experience in a job posting. If you are reading this and hesitating to apply for that reason, we encourage you to go for it! A true passion and excitement for making an impact is just as important as work experience.

Summit at Snoqualmie is an equal opportunity employer committed to providing equal employment opportunities to all qualified individuals. We affirm the rights of all employees and applicants for employment to be protected from discrimination, harassment, and retaliation based on race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, gender expression or identity, age, religion, disability, genetic information, marital status, citizenship or immigration status (all employees must be authorized to work in the United States), or any other status protected by applicable federal, state, or local law.

We are committed to providing reasonable accommodation to qualified individuals with disabilities and for religious observances in accordance with applicable law. Please contact summithr@summit90.com to request accommodations during the application process.

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