



TITLE:	Human Resources Manager
LOCATION:	Mt. Gilead, Ohio
JOB CLASS:	Full Time, Year-Round, Beginning June, 2019
REPORTS TO:	CEO / President
TEAM:	General & Administrative

HR MANAGER

Position Overview

As the **HR Manager**, you are humble, ethical and driven by a desire to help others. You naturally exude positive energy and go out of your way to build relationships. You're a solutions-oriented problem solver, able to both identify potential problems and recommend practical solutions. You're detailed oriented and a critical thinker. You possess a high level of emotional intelligence and approach difficult situations as opportunities for growth. You're resilient, agile, flexible and navigate change and ambiguity with ease. You're a natural collaborator and enjoy working with others. You thrive with multi-tasking and have excellent time/project management skills.

The **HR Manager** works in collaboration with the Leadership Team providing support across a wide range of areas such as employee onboarding and separation, employee support, HR compliance and special projects. This role is responsible for the planning and day-to-day execution of key projects related to HR for the organization and will serve as a link between Camp Leadership and employees by acting as primary point of contact for general HR inquiries, administering employee paperwork and helping resolve basic HR needs.

The **HR Manager** will partner closely with the CEO, CFO, Administrative Specialist and other key stakeholders to drive the delivery of a wide variety of projects across all aspects of the HR lifecycle (including, but not limited to, projects related to payroll, benefits, talent and learning.) The HR Coordinator will execute the role with integrity and excellence and champion a positive work culture.

Team Overview

The **General & Administrative Team** supports all teams within the organization by managing administrative and technological systems and processes.

Responsibilities

HR Administration & Policy

- Serve as project manager over various HR projects, track, report on and expedite as needed and provide status updates to ensure resolution of all HR project-related issues.
- Prepare and maintain digital employee human resource files, records and information including personnel files, performance, workers compensation files, new hire orientation acknowledgement, etc.
- Respond to employment verification requests, both internal and external.
- Conduct a variety of personnel file audits and I-9 audits.
- Ensures the organization is compliant with all federal and state employment laws.
- Supports the administration of camp's immigration program and processes.
- Inputs employee data into Human Resources electronic database and ensures confidential handling of sensitive information.
- Understand, benchmark and implement Human Resource practices that meet ACA (American Camp Association standards, SFCN (SeriousFun Children's Network) criteria and Ohio and Federal laws
- Collaborate with the HR AdHoc advisory team of the Board of Directors for counsel, guidance and feedback to ensure best practice and state compliance
- Oversee the annual revision and implementation of Employee Handbook

Manage all HR administrative duties across the life cycle of employment from hiring to exiting, maintain employee personnel records and support the implementation of HR projects/initiatives

Employee Screening, Hiring & OnBoarding

- Support and participate in the recruitment process - write job postings, ensure open positions are advertised, screen resumes and shares with hiring managers, assists with interview process, conduct background checks, exclusion lists checks, draft offer letters and facilitate background check process
- Manage all new employee onboarding activities including; offer letters, new hire communication, background investigations, new hire paperwork, and new hire notifications.
- Conduct new employee orientation, lead the on-boarding process and manage new hire documentation.
- Screen full time candidates, conduct initial Culture Fit interview, participate in panel interviews and serve on employee selection committees as appropriate.
- Collaborate with the Camp Operations leadership team to provide support for systems and templates for seasonal and volunteer recruitment and hiring.

Employee Benefits, Salary & Compensation

- Assist in development of compensation programs that are fair and equitable (job evaluation; wage and hour regulations; participate in local and regional wage surveys). Includes review process and assistance with advising on merit increases/promotions to ensure equity and consistency.
- Administer employee benefit plans including enrollments, changes and terminations to ensure accurate record keeping. Support annual open enrollment process. Reconcile benefit statements.
- Prepare employee change notices regarding salary, promotion, status, bonus, title and manager.
- Collaborate with CEO and CFO to select benefit plans for employees.
- Assess & evaluate maintaining fair and reasonable wages at industry-specific standards for each role.

Employee Performance, Support & Development

- Serve as first tier support to all employee inquiries, directing or escalating issues as needed, to the relevant Leadership Team member.
- Coordinate with supervisors and ensure each employee is reviewed annually.
- Coordinate employee engagement surveys. Ensure appropriate action plans are developed and implemented and conduct employee feedback meetings.
- Prepare and deliver employee separation paperwork, including the preparation of exit interview surveys as well as the organization and coordination of all off-boarding activities (Exit Survey, Separation Notification, Payroll, and any draft employee documents as requested).
- Coordinate with supervisors and ensure each employee is reviewed annually including determination of professional development needs. Assist in identifying and securing professional development opportunities.

Organizational Culture

- Serve as a role model for camp's culture by embodying the highest standards of performance, behavior, and ethical standards.
- Uphold communication, tone and hiring practices that support the culture of the organization.
- Provide clear communicated status updates to the CEO, CFO, Administrative Specialist and project team and/or key project stakeholders on a regular basis.
- Be an advocate in the development and implementation of scalable processes, procedures and tools to enable efficient production of high-quality deliverables.
- Coordinate staff lunches, meetings and retreats.
- Other responsibilities as assigned.

Required Skills and Experience

- BA/BS Degree in Human Resources, Business or Organizational Development, HR Certification, or demonstrated experience in a similar business environment
- Minimum of 2+ years of Human Resources work experience
- Proficient knowledge of federal and Ohio state employment laws
- Results oriented and able to work under pressure and tight deadlines
- Excellent written and oral communication skills and a positive attitude
- Excellent Interpersonal skills

- Advanced skills: Microsoft Office (Word, Excel, PowerPoint, and various internet browsers)
- Self-motivated and driven
- Must have strong organizational skills with the ability to multitask, prioritize, work under pressure and manage data accurately as well as confidentially.
- Comfortable working in a fast-paced environment while maintaining high attention to detail

Preferred Qualifications

- PHR or SPHR Certification

Physical Requirements:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the role. The employee is often required to sit for extended periods of time and use their hands and fingers to manipulate keys on a keyboard.

Expectations & Requirements for all Flying Horse Farms Staff

- We live our Values. We are each responsible for knowing our values and nurturing our culture:
- **We are All In.** We demonstrate a willingness to do what it takes to get the job done, we are supportive and loyal, show up present and ready and we are passionate about "Campers First."
- **We have an Attitude of Optimism.** We find what's working and make more of that happen, demonstrate adaptability within ambiguity, spread joy and hope and ensure everyone we interact with feels "Welcomed Home."
- **We are Trustworthy.** We are consistent, dependable and steady, truthful and operate with transparency, take ownership for our work and "See the Best" in others.
- **We Take Initiative.** We are driven, work towards goals with fortitude, pay attention to details and find innovative solutions with "Fearless is Free" attitudes.

How to Apply:

- Send cover letter and resume to careers@flyinghorsefarms.org

Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families – free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.

Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving one million children and families across five continents.

The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.

At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.

Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.