



Human Resources Manager

Job Title: Human Resources Manager
Department: Finance and Operations
Reports to: Chief Operating Officer
Salary Range: \$80,000-90,000
Location: Hybrid/San Francisco

About Tawonga

Tawonga's mission is to provide educational and recreational programs for children, adults and families that foster self-esteem, lifelong friendships and community, connections with nature, commitment to justice, and positive Jewish identity and spirituality. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

About Camp Tawonga's Culture

At Camp Tawonga, we are a close-knit, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families we serve; for nature and the physical world; and for Jewish value of "tikkun olam" – repairing the world. Some of us are life-long camp people and for others, it's our first time working for a camp. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to both the tough and introspective reflections and learnings that JEDI work (justice, equity, diversity and inclusion) requires and routinely refresh our policies and practices to support an equity culture. We are eager to meet and get to know you.

Equal Opportunity Employer

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

Job Purpose and Description

The HR Manager is a key member of the Finance and Operations team and contributes to the mission of Camp Tawonga by managing key HR functions. This role partners with senior leadership to oversee employee relations, talent acquisition and retention, compensation, and benefits. The HR Manager provides guidance on compliance with employment laws, fosters a positive organizational culture, supports employee development programs, and drives employee engagement. The HR Manager also provides input to improve the employee experience and ensures the organization's operations align with best practices and legal standards. This position reports directly to the Chief Operating Officer.

Supervisory Responsibilities

- This position will supervise the seasonal HR & Finance Assistant

Essential Duties and Responsibilities

- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Human Resources (HR)

- **Full-Cycle Recruitment:** Lead and manage the full-cycle recruitment process for year-round employees, including overseeing all administrative and logistical tasks and documentation related to recruitment and hiring. Ensure an efficient, inclusive, and candidate-friendly experience that aligns with the organization's goals and values.
- **Talent Management and Retention:** Oversee talent management initiatives, focusing on employee retention by developing and leading programs that promote professional development, drive engagement, boost morale, and foster a supportive work culture. In partnership with the COO, implement onboarding strategies and ongoing engagement activities to enhance long-term employee satisfaction and commitment.
- **Support Seasonal/Temporary Staff Recruitment and Hiring:** Support Program team (at-Camp and Bay Area programs) with recruitment and hiring, including job postings, outreach, applicant screening, interviews, reference checks, job offers, offer letters, onboarding templates, follow-up, and training design.
- **Oversee Annual Performance Evaluation Process** (with COO support), including timelines, templates, and goal setting.
- **Collaborate with leadership on employee relations including documentation**, disciplinary actions, and terminations.
- **Serve as the primary point of contact for HR:** Process administrative requests and related inquiries related to workers compensation, policy interpretation, manager guidance, and enforcement.
- Manage and update compensation bands and **update job descriptions** with input from department leaders.
- **Conduct routine I-9 audits** to ensure compliance with federal regulations.
- Maintain and audit employee personnel records for accuracy.
- Partner with senior leadership in developing and evaluating HR guidelines, policies, and procedures.
- Partner with senior leadership to provide input on the design and administration of company compensation packages, including Total Rewards.
- Responsible for drafting and updating job descriptions cyclically with support from departmental leaders.
- Lead New Hire Orientation (NHO) design, implementation, and evaluation.
- Oversee process of maintaining, updating, and auditing employee personnel records and folders for accuracy.

Operations & People Strategy

- Collaborate with leadership on talent management, retention, and compensation strategies.
- Oversee the procurement of equipment for new hires, ensuring employees have the necessary tools and resources to perform their roles effectively.
- Support and lead initiatives to enhance the organizational culture and improve the employee experience.

Compliance and Reporting

- **Ensure compliance with employment regulations** and provide recommendations to senior leadership on municipal, state, federal employment laws and regulations, and organizational best practices (e.g., ACA, 403b, Workers Compensation)
- **Update policies and procedures** to reflect changes in laws and regulations
- Execute and report out on annual audits and reporting related to HR, benefits, and compliance, including but not limited to the following:
 - **Annual 403(b) Audit**, including compliance with ERISA and preparing Form 5500
 - **Annual Workers Compensation Audit**
- **Develop and implement training programs**, ensuring compliance with state regulations around safety, mandated reporter, anti-harassment, and any American Camping Association initiatives.

HRIS/HCM Management

- Oversee the HRIS system, ensuring accurate employee data and efficient processes
- Train staff on HRIS use to encourage engagement and improve reporting capabilities
- Troubleshoot HRIS workflows with staff and leadership

Benefits Administration

- **Coordinate Benefits Processing:** Manage daily, monthly, and annual benefits processes
- **Maintain Benefit Records:** Oversee benefit files and ensure all employee data (e.g., dependents, plan selections, deductions) is accurate and up to date
- **Vendor and Third-Party Relations:** Serve as the primary organizational contact for plan vendors and third-party administrators
- **Invoicing and Compliance:** Review, approve, and process monthly benefit invoices while ensuring compliance with benefits-related regulations
- **Open Enrollment:** Lead the annual open enrollment process, including planning, training, and communication to ensure staff understand and maximize benefits offerings
- **Employee Support:** Provide guidance on benefits-related questions and concerns from staff

General Support to Tawonga's Programs and Operations

- Provide support for payroll and assisting with other team functions as needed.
- Support summer camp operations by interacting with families during some assigned bus departures and returns, along with other Bay Area year-round staff.
- Support Bay Area programs by interfacing with families at Tawonga's annual Erev Rosh Hashanah celebration in the Bay Area once per year, with other Bay Area year-round staff.

- Support summer camp operations by checking Tawonga’s “info@tawonga.org” email outside of normal business hours on a few scheduled evenings over the summer. This responsibility is shared with other Bay Area year-round staff.
- Support summer camp operations by attending part of summer staff training week and facilitating LiveScans and other compliance needs for the seasonal staff

Professional Development

- Research and participate in relevant, ongoing, continuous professional development as it pertains to the role and/or business needs (e.g., training materials, coursework, webinars, etc.)

Training, Experience, Skills, and Qualities

Required

- Minimum **4 years** of experience in multiple human resource disciplines, strategies and practices, including onboarding, offboarding, performance management, leave administration, compliance, and employee relations with the ability to apply these strategies and practices in compliance with federal and state regulations
- Strong working knowledge of a broad range of HR practices is essential, as is sensitivity to confidential matters
- Advanced HR knowledge and experience, strong communication, research and analytical skills, as well as exceptional project management capabilities
- Exceptional interpersonal, communication and analytical skills, including experience with HR software programs
- Ability to demonstrate the highest levels of confidentiality at all times
- Maintain professional standards of performance, demeanor, and appearance at all times
- Ability to communicate clearly, compassionately, and concisely with people from various backgrounds
- Highly organized, detail oriented, and passionate about excellence and accuracy
- Intermediate-level experience with MS Excel/Google Sheets (Pivot tables, Xlookups, and managing/manipulating large data sets)

Preferred

- Demonstrable experience with human resource generalist responsibilities, including employee on/offboarding, HRIS, and compliance
- SHRM and/or PHR certification strongly preferred
- Experience with ADP Workforce strongly preferred
- Experience with G-Suite
- Experience working with diverse teams
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines

- Ability to take and implement feedback
- Strong analytical and problem-solving skills.
- Ability to work independently and make appropriate decisions in routine situations

Supervision

- This position reports directly to the Chief Operating Officer

Software

This position will heavily use the following types of software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- Ease
- ADP Workforce Now
- Adobe E-Sign
- CampMinder

Physical Demands

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds

Worksite

- This role is a **hybrid-remote** position. Camp Tawonga will provide a company laptop, mouse, keyboard, and reasonable accommodations as needed to ensure the employee can work from home. It is expected that this position attends scheduled in-person meetings and events (approximately 2 times a month). Occasionally, this position will support the program team(s) on site at our camp location near Groveland (2-3 times a year).

Normal working hours

- During the off-season, hours are flexible while completing tasks associated with job description, and while meeting deadlines; normal office hours are 9 a.m. until 5 p.m. During the summer, working hours are often longer and include some evenings and weekends.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

Compensation and Benefits

This is a full-time, exempt, year-round, and benefited position. The pay range for this position is \$80,000-90,000. Camp Tawonga offers a competitive compensation package which includes medical, dental, life insurance, retirement with company match and contribution, and paid sick and vacation leave.

To Apply

To ensure consideration, please submit a resume and cover letter explaining your qualifications and interest in the position. Send applications to applications@tawonga.org with the subject line, "HR Manager". Applications will be accepted on a rolling basis, and Tawonga is seeking to hire for this position as soon as possible.