



Lead Recruiting Ranger

Overview:

Adventures in Writing Camp seeks an experienced recruiter to lead the hiring process for this summer's camp teams. Each camp location is staffed by a team of enthusiastic, credentialed teachers, energetic college-student counselors, creative musicians, theater types, and managerially inclined (but still zany) administrators.

The Lead Recruiting Ranger will work closely with the camp's founders to identify needed headcount, set up an ATS, and ensure timely, informative, and gracious correspondence with candidates.

This person will be both a "do-er" and a manager, splitting time between sourcing/screening/interviewing candidates and managing others who will be interviewing prospective camp staff.

Though we have operations in both Northern and Southern California, the majority of our hiring needs are in the Bay Area, and the ideal candidate will reside in the greater San Francisco Bay Area.

The Lead Recruiting Ranger...

- *Has an upbeat, can-do attitude and don't hesitate to tackle BIG challenges.*
- *Is inspired by Adventure in Writing Camp's mission to help children fall in love with writing! You believe in the power of writing education, project-based learning, student choice, and most importantly, the fun of summer camp!*
- *Has an owner's mentality.* When you are responsible for something, you won't stop until you've accomplished what you set out to do.
- *Is extremely organized and uses spreadsheets, schedules, and software to keep on top of things.* Like Churchill, you understand that planning is everything and plans are nothing.... you're ready to adjust your strategy as called for by the situation.
- *Enjoys building relationships with great people.* You are able to communicate with a smile in your voice... on the phone or via e-mail.
- *Is an inspiring leader.* You recognize the hard work of those working for you, and take an interest in the personal growth of those under your leadership.

Us:

Inspire and be inspired! Immerse yourself in a world of creativity and music as you foster a love of writing among elementary and middle school campers. Adventures in Writing Camp is a two week day camp that channels the power of childhood imagination into writing success! The camp's curriculum and lessons guide students through the process of writing, illustrating and creating their own eBook or blog. See the magic of Adventures in Writing Camp for yourself at: <https://youtu.be/Idi5hduzzlk>.

What you'll do...

- *You'll build-upon and improve* Adventures in Writing Camp's current summer staff selection strategy, and successfully hire ~300 summer staff comprised of teachers, college students, musicians, and high schoolers. You'll continually refine strategy and systems throughout the hiring season to ensure hiring goals are met.
- *You'll work closely with the Camp's founders* to remain on top of shifting staffing needs. In these relationships you'll build confidence by consistently responding with poise and a plan.
- *You'll assemble and lead a small Summer Staff Selection team comprised of part-time recruiters, Supervised Play Supervisors, and prior-year employees.* You'll manage your team to success by holding regular check-ins, providing ongoing observation and coaching, and ensuring a fantastic employment experience.
- *You'll identify and attend Bay Area recruiting events, such as college job fairs, educator events, and education and social impact job fairs.*
- *You'll conduct all late-season hiring for remaining positions once your seasonal team departs.* Review applications, conduct screenings and complete offer calls when necessary to ensure all positions are filled promptly.
- *You'll support camp directly during the summer weeks as a member of the staff coverage team,* possibly working an alternative schedule to ensure coverage for emergent needs from camp.

What we're looking for...

- 2-5 years of experience in staff selection, preferably for a multi-site organization
- Demonstrated leadership experience
- Excellent time management skills, and the ability to engage professionally and enthusiastically with applicants and internal clients via phone and email
- Experience with Google products, as well as the ability to pick up new systems quickly (like our applicant tracking system)
- Readiness to stick around: we find that our team and team members benefit from a multi-year commitment
- Experience working with children or in an educational organization helpful, but not required

Time Commitment and Schedule

Training days, approximately 30-40 hours per week from Thursday, January 4 – Monday, August 13th

Compensation & Benefits

- \$15-25/hour (based on experience)
- Temporary employee (non-benefited)
- Paid sick leave is accrued at a rate of one hour per every thirty hours worked. Accrual begins on the first day of employment. Paid sick leave may be used beginning on the 90th day of employment.
- If your own children are of camp-age, we offer significant discounts on camp programs.

Work Location

Onsite at the home office in San Francisco's Financial District, near BART, and work from home