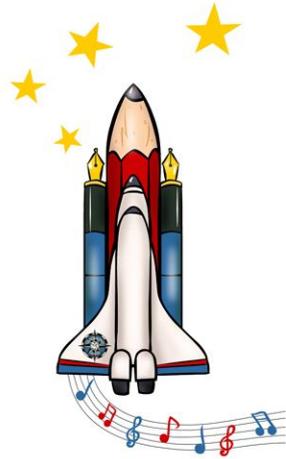


**MISTER LEMUR'S**  
**ADVENTURES**  
**IN WRITING**  
**CAMP**



## Human Resources and Office Manager

### Overview:

Adventures in Writing Camp is seeking an experienced Human Resources and Office Manager to take us to the next level. We're a highly seasonal summer camp operation, and the vast majority of our payroll needs occur between June and August. As such, you'll spend part of the year working as the HR Manager, and the other part as an Office Manager. Not only will you be responsible for onboarding and payroll for our 400+ seasonal employees, but you will also help set up the system and processes during the off-season (Starting in January) that will help everything run seamlessly during our peak season (June - August).

### You:

- *You're inspired by Adventure in Writing Camp's mission to help children fall in love with writing!* Writing education, project-based learning, student choice, and creating safe, welcoming spaces all speak to the very heart of who you are.
- *You have an owner's mentality.* When you are responsible for something, you take it all the way. And then some.
- *You're an organized, problem-solving manager.* You love fine-tuning operational logistics, ensuring program efficiency, and learning new strategies for driving overall performance.
- *You care about people and the relationships you build with them.* You communicate clearly and effectively, while acting with a deep sense of empathy.

### 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/ldi5hduzzlk>.

### **What you'll do...**

- Work closely with company co-founders to provide HR and Office Management functions.
- Lead HR administration including new-employee orientation, payroll, benefits, performance reviews, and exit formalities.
- Update and maintain company handbook of benefits and policies.
- Investigate, mediate, and resolve personnel grievances, disputes, and concerns.
- Handle on-boarding, employee transfer, promotion and termination procedures and prepare necessary documents.
- Input/update the data in HR systems (currently in the process of selecting a new system) as a super user.
- Handle tasks related to compensation insurance, payroll, reimbursements, bonuses, etc.
- Promote a positive company culture and keep employees engaged by making the office a welcoming and collaborative place to work.
- Schedule and coordinate logistics for a weekly Leadership Team Meetings and a quarterly Board of Directors meeting. Be able to multi-task well; every day, you'll need to execute a myriad of one-off projects, prioritize various administrative tasks, and support various diverse people
- Manage a number of vendor relationships, making sure that the work we pay for is performed according to our expectations, and that they are paid on a timely basis. Examples include IT vendors, office supplies, camp supplies, and other contractors

### **What we're looking for...**

- BA or BS in human resources management, business, or related field.
- 2-4 years of experience in HR and/or recruiting.
- 2 years of experience in office management.
- Proven ability to effect change, implement processes, and improve and streamline systems.
- Strong communication skills. Must enjoy teamwork and supporting others.
- Excellent organizational skills and ability to perform tasks with minimal supervision.
- Experience with the Microsoft Suite and Google products, as well as the ability to pick up new systems quickly (like our website, applicant tracking, and CRM systems)
- Patience and a sense of humor
- Our ideal candidate will have these qualities AND be a fun, energetic, and delightful person to be around.

### **Time Commitment and Schedule**

- Training days, approximately 30-40 hours per week from Thursday, January 4 – Friday, January 19
- 40 hours/week, from Monday, January 22 – Friday, June 29

### **Compensation & Benefits**

- \$20 - 25 per hour (depending upon 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**

Adventures in Writing Camp's home-office; 405 Davis Ct. San Francisco, CA

To Apply: Please submit your information via <http://www.aiwcamp.com/join-the-team/>. We look forward to hearing from you!