

Camp Fire First Texas Job Summary

Position: Human Resources Manager

Status: Full Time

Location: Camp Fire Resource Center, 2700 Meacham Blvd, Fort Worth TX 76137

Salary Range: Commensurate with Experience

Job Summary:

Camp Fire is looking for an HR professional to join our Administrative team. Further your HR career through experience in a highly professional, non-profit work environment. The Human Resources Manager will work under the guidance of both the Chief Financial Officer and the Chief of Facilities and Technology to conduct all aspects of the human resources processes. The HR Manager will be responsible for reconciling all benefits billing, workers compensation, unemployment claims, compliance reports, FMLA, payroll deductions, and new hire and benefits orientations. They will also serve as a liaison to staff for any issues that arise and consult with and guide department heads as to terminations, new hires, and disciplinary steps.

Essential Functions:

- Ability to communicate verbally in person, by phone and in writing
- Ability to work independently
- Ability to organize multiple tasks and priorities in a fast paced environment
- Ability to use computer and appropriate software (Excel, Word, and PayCor)

Required Knowledge/Skills/Abilities:

- Knowledge of Human Resources practices, procedures and employment laws
- Previous HR experience (at least 3 years)
- Bachelor's Degree required, may substitute experience plus education
- Strong administrative and organization skills

Preferred Knowledge/Skills/Abilities:

- Bachelor's Degree in Human Resources, or a related field
- Experience in benefits administration including open enrollment (electronic and manual)
- Ability to conduct new hire and benefits orientations
- Ability to reconcile benefits billings
- Experience with hiring, terminations, employee disciplinary actions
- Familiarity with Payroll, time cards, benefits deductions
- Understand FMLA and employee leave

Camp Fire's Culture:

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families



and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out. There will be times throughout the year that all employees will meet at our camp, El Tesoro, in Granbury, TX.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/careers/>.

Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***