



**Job Title:** Director of Human Resources  
**Reports to:** President & CEO  
**Classification:** Exempt; Full-time (40 hours/week)  
**Location:** Remote, with regular visits to our Excelsior location

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### **Who we are**

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter.

Youth spend 90% of their time indoors – and that was before COVID-19. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs onsite at our camp property in Excelsior and throughout the community to thousands of youth from all backgrounds each year. We help youth “light their spark within” through summer and school break camps, environmental education & STEM classes for schools (in-person and virtual), and community-based out-of-school time nature programs.

We are proud to offer inclusive and welcoming programs to youth in the community, including free and reduced rate programs and a scholarship program.

As a result of their Camp Fire experience, 93% of youth report valuing nature and stewarding the environment.

### **Where we are headed**

Camp Fire Minnesota envisions a future where every youth has access to nature-based experiences and learning. Recognizing the inequity in our field (both in the past and today), Camp Fire’s 2020-2022 Strategic Plan aims to further diversify what spending time in and protecting nature looks like – for every young person. We will leverage our Excelsior property in new ways with the addition of our new Community & Dining Center. And guided by input from youth and schools across communities, our programs and curriculum will further evolve to embrace the many ways people engage with and benefit from nature. [View our 2020-2022 Strategic Plan](#)

### **Statement of Inclusion**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships. All are welcome at Camp Fire.

### **Position Overview:**

The Director of Human Resources will lead and execute all Human Resource functions within Camp Fire Minnesota. This is a new role and therefore the person selected for this role will have an opportunity to shape this work for the entire organization. An important priority for this position is to develop and support on-going DEI related work within the staff, Board, and the Camp Fire Foundation. Working in partnership with the President/CEO, the Director of Human Resources will review all programs, practices and policies with an equity lens, develop professional development guides, and support on-going DEI priorities. The Director will also play a critical role in fostering an organizational culture that prioritizes transparency, openness and learning.

## **We're looking for someone who is:**

- Committed to diversity, equity and inclusion
- An open and thoughtful communicator
- Strong relationship builder
- Passionate about creating systems and processes that are equitable
- Committed and passionate about ensuring all young people have access to nature

## **Primary Responsibilities**

### Org Development

- Direct and oversee all HR functions of the organization through an equity lens
- Develop strategies and initiatives to foster an organizational culture that prioritizes transparency, openness and learning
- Annually review and assess the organizational structure to ensure that Camp Fire staff are supported, have manageable workloads and have appropriate resources to support their work

### Diversity, Equity & Inclusion

- Develop professional development opportunities for board, staff, and trustees to gain experience and knowledge in DEI
- Support the development and implementation of staff and board diversity goals and retention goals. Develop strategies to support this work
- Support the five DEI subcommittees, including serving on at least one subcommittee

### Staffing & Talent Development

- Update and implement hiring practices that reflect the values of Camp Fire Minnesota
- Create innovative systems and programs for the attraction, recruitment, and retention of talent
- Provide effective coaching and counsel on HR issues involving employee relations, and leadership effectiveness. Recommend development plans, processes, and programs to meet specific individual needs.
- Create and implement processes to support onboarding, performance reviews and exit interviews
- Develop and support professional development plans for staff
- Support efforts to recruit and retain summer camp staff annually

### Benefits Administration & Compliance Oversight

- Direct the development and administration of all employee benefit programs, including, but not limited to, payroll, health care insurance, vacation and holiday schedules, incentive compensation, and other employee benefits agreed to by management.
- Oversee a biweekly payroll process, ensuring compliance in all aspects including pay, taxes, and reporting.
- Direct and ensure all HR programs and services for employees are in compliance with all applicable laws, guidelines, and regulations.

### Collaborative Team Support

- We run many programs throughout the year and during peak busy seasons, we ask all staff to support in various ways! This can mean you might help with the camp check-in process, greet guests at a Camp Fire fundraiser, or other fun tasks. We are looking for someone who brings a collaborative spirit and is excited to support our mission-based work when needed!

## **Skills and Qualifications**

*Minimum qualifications*

- Proven experience leading Human Resources
- Demonstrated experience supporting a diverse population

*Additional skills and qualifications*

- Cultural competency and experience working with diverse communities
- Willingness to be open and respectful of all backgrounds
- Knowledge of current trends and best practices around human resource-related topics, including DEI and employee mental health
- Professional and highly motivated - able to thrive in a fast-paced, remote work environment, while maintaining quality and accuracy
- Experience with Microsoft Office (Word, Excel, Outlook, and PowerPoint)
- Ability to work occasional evenings and weekends as necessary

**Salary and Benefits:**

Salary range of \$85,000 to \$90,000 based on experience. Eligible for health benefits as well as a 3% retirement contribution and sabbatical policy.

**Location:**

Remote (home) office, with accessible transportation to attend in-person meetings, as needed (averaging 1-2 times/month), at our property (3300 Tanadoona Drive, Excelsior, MN 55331). Note: during the summer we ask all staff to be present at camp 1-2 days a week.

**Application Process:**

Send resume and three references to Human Resources: [hr@campfiremn.org](mailto:hr@campfiremn.org). Include "HR Director" in the subject line of your email.

Deadline to apply is September 6<sup>th</sup>, 2022. Due to the volume of applications, we cannot guarantee that we will be able to respond to inquiries on the status of your application, thank you for your understanding.

*Camp Fire Minnesota is strongly committed to addressing environmental justice.*

*We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and People of Color, LGBTQIA2S individuals, and unemployed persons to apply. Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Camp Fire we are most interested finding the best candidate for the job and someone who is committed to our mission and values. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.*