



# KIEVE WAVUS

## E D U C A T I O N



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### Human Resources Director

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#### **Summary**

This position is an essential support for the Business Office at Kieve Wavus Education. As Human Resources (HR) Director, they are responsible for overseeing and executing a wide range of responsibilities for a company with approximately 60 full-time employees and as many as 300 employees when our camps are in session. They will support the Business Director by leading all HR tasks ranging from onboarding and benefits oversight and implementation to the management of employee files and incidents.

#### **Mission**

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

#### **Qualifications**

Bachelor's Degree and 10+ years of human resources experience required, Master's Degree in business administration or similar preferred; experience supporting non-profits a plus. The candidate should have experience in implementing federal and state employment regulations and standards as well as a wide range of benefits through varied providers; an organized, diligent worker who is a clear communicator and collaborative team member. Ability to maintain confidentiality and navigate difficult situations with a solution-oriented mindset.

**Responsible to:** Business Director

#### **Primary Responsibilities**

##### *Hiring, Onboarding & Retention*

Support the Business Director by overseeing and implementing all KWE hiring policies. Work collaboratively with the KWE Director to ensure our systems and protocols are executed consistently and updated appropriately as the business evolves. Communicative and proactive in helping to attract and retain talented people across a wide range of departments. Prepare and oversee the administration of all benefits and be a resource to all employees throughout their time in the organization. Collaborate with department leaders to ensure their teams have the support they need through hiring and navigating employee policies.

##### *Employee Benefits & Policies*

Work closely with the Business Director, Associate Business Director, and KWE Director to maintain, update, and execute the Employee Handbook, Explanation of Full-Time Benefits, and Employee Expense and Reimbursement Policy. Be proactive in identifying how we can support and hold our employees accountable to our policies, protocols, and practices. Support the Business Director as needed in negotiating and sourcing improvements to our benefits package.

##### *Risk & Compliance*

KWE has a wide variety of programs that take on risk and have different compliance standards. Work with the Business Director, KWE Director, and Healthcare & Risk Director to ensure KWE is above industry standard prior to and when supporting our employees through personnel issues or clients through incidents; whether navigating a Workers' Compensation claim, a Mandated Reporter event, DHHS inspections & licensure, or filing program waivers. Be a safety net and sounding board so our team can effectively advance our mission.

##### *Support of the Organization*

Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Employees should believe in our mission and be ready to do work not specific to their job description in order to fulfill it.