



CAMP OCHIGEAS **Amazing Opportunity**

Manager, Human Resources (15-month contract)

Contract period: June 2019 – September 2020

Camp Oochigeas is a privately funded, volunteer based organization that provides kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences. Since 1984, 'Ooch' has been providing a camp experience to over 650 children and their families annually. This includes year-round Programs at our Overnight Camp in Muskoka and In-City and In-Hospital Programs across Ontario.

Overall Purpose

The Manager, Human Resources is responsible for the smooth and effective operation of Camp Oochigeas' human resources department and the associated programs under its purview and responsibility. This role supervises HR staff, provides consultation to management on strategic staffing plans, compensation, benefits, training and development, budget, and employee relations. The incumbent, working collaboratively with others, also takes a leadership role in developing a culture that enables employees to perform in accordance with the organization's objectives.

The Manager, HR effectively plans, designs, develops and evaluates human resource-related initiatives that support organizational strategic goals. Initiatives also include (but are not limited to) performance management, talent assessment, and effective employee relationships, including negotiating and administering employment agreements/contracts.

The Manager, HR delivers or oversees the following: HR policies, safety programs, recruitment, benefits coordination, handling disputes and guiding managers through employee issues; wellness plans; and employee records. The incumbent may be asked to lead or contribute to special projects that arise as part of the HR Strategy agreed to, as well as to stay current with, and help Ooch navigate through, all applicable legislation and other HR regulations, existing and upcoming.

Reports to: Chief Financial Officer.

Specific Accountabilities:

1. HR Strategic Initiatives (25%)

Responsible for ensuring the organization attains and maintains a state-of-the-art Human Resources Department and associated programs, policies, procedures, tools, and communications that will serve the 'human asset' needs of Ooch now and in the future. In so doing, carries out or oversees the necessary periodic HR audits while remaining informed and up-to-date of all pertinent trends and legislation, making recommendations to senior management as deemed appropriate, ensuring the necessary compliance. Assists senior management in its pursuit of Imagine Canada compliance and accreditation.

- 2. Recruitment and Staffing (15%)** – Overall responsibility for the recruitment function at Camp Oochigeas- working with managers/supervisors as well as the leadership team to ensure recruitment requirements are met and processes are followed, and supporting hiring managers as requested in the full-cycle recruitment process. Oversees the creation and issuance of all necessary hiring and dismissal communications.
- 3. Compensation and Benefits (15%)** – Responsible for undertaking or overseeing Ooch's needs for competitive market compensation and related data, recommending salary schedules, and once approved ensuring their consistent implementation. Responsible for managing Ooch's Job Evaluation Plan. Responsible for implementing Ooch's Performance Management plan and associated Salary Increase Matrix. Responsible for administering Ooch's Benefit Plans and provisions and recommending changes in order to contain costs as well as to stay competitive. Ensures all required HR-related data is provided to the Payroll personnel in a timely fashion, contributing to the system's accuracy and effectiveness.
- 4. Training and Development (10%)**– Responsible, in collaboration with other leadership, for identifying corporate HR training needs, developing programs where necessary, and delivering training where appropriate. This includes, but is not limited to, training in areas such as Performance Management, Safety, Employee Health, and Wellness. The incumbent is responsible to manage the development of, and the delivery process, of Ooch's Professional Development Program.
- 5. Employee Relations (20%)** – Available to assist both employees and supervisors/management with work-related personal concerns requiring resolution to facilitate maximum engagement and both individual and team productivity, with special attention to Ooch's relevant policies. Where appropriate, refers others to professional counselling.
- 6. Budget and Administration (10%)** – Responsible for recommending an annual budget to cover the various HR initiatives. Responsible for overseeing the accurate and confidential keeping of employee personnel records and oversees the administration of lieu time, leaves, vacation policies, and all other employee policies.
- 7. Ethics (5%)** – Ensures that the integrity, image and quality of all work is consistent with Camp Oochigeas' mission, operating principles and objectives.

Key Relationships – The incumbent works closely and collaboratively with the organization’s CEO, CFO, CDO, other Directors and Managers as required. The incumbent is also responsible for supervising the HR and Administrative Support Specialist.

Experience and Qualifications

Required Criteria:

- a) Bachelor’s degree in a social science area or related field plus a CHRP or CHRL designation, or equivalent.
- b) A minimum of six (6) years of experience in various HR roles, and a minimum of three (3) in managing one or more HR functions.
- c) Knowledge of or exposure to various other HR functional areas.
- d) Knowledge of relevant employee relations and employment standards legislation, regulations, and practices as mandated by Ontario.
- e) Ability to utilize, and experience in, common computer programs and software, especially with respect to HRIS and Payroll.
- f) Current police reference check.

Advantageous Criteria

- a) Experience in a service organization.
- b) An understanding of the power of camp.
- c) Experience with ADP payroll and HRIS software.

Particular Working Conditions:

- a) Participate and assist, from time to time, in key events involving the organization.
- b) Become familiar through periodic visits, with the residential work of Camp Oochigeas staff and volunteers.
- c) In consideration of the population Camp Oochigeas serves, incumbent is a non-smoker.
- d) Physical Requirements -- The job is performed in a generally hazard free office environment and in a clean atmosphere. Some lifting, carrying, pushing, and/or pulling of materials to/from meetings or presentations is involved.

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Remuneration and Benefits

This position offers a competitive salary and paid vacation.

Equal Employment Opportunity

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.

Start Date: Early – Mid June 2019

To Apply

Please send a cover letter, resume and expected salary to **hr@ooch.org** by **May 10, 2019** with the email subject reading **Manager, Human Resources**.

Fax, mail, or email is acceptable and needs to be addressed to the attention of:

Manager, Human Resources Hiring Committee

Camp Oochigeas

464 Bathurst St.

Toronto, ON M5T 2S6

Fax: 416 961 2267

Email: hr@ooch.org

No phone calls please

Only applicants selected for an interview will be contacted. For more information about Camp Oochigeas, please visit www.ooch.org

Camp Oochigeas is committed to employment equity and encourages applications from all qualified applicants.

