

Cho-Yeh Camp & Conference Center, Inc.



Job Title: Human Resources Generalist

Department: Administration

Reports To: Human Resources Manager

Status: Full Time, Hourly, Non- Exempt

Prepared Date: 8/2026

Summary:

The Human Resources Generalist will serve in a hands-on, execution-focused role responsible for carrying out the day-to-day tasks that keep human resources running smoothly at Camp Cho-Yeh. Working directly under the Human Resources Manager, this position owns the details — processing hiring paperwork, maintaining accurate records, coordinating onboarding logistics, and following through on HR initiatives so nothing falls through the cracks. This role is a great fit for someone who is highly organized, thrives on completing tasks with care and consistency, and finds genuine satisfaction in being the person who keeps things moving. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.

Essential Job Functions:

1. Recruiting & Hiring

- a. Assist with the logistics of the full hiring cycle for full-time, part-time, and seasonal staff — posting positions, tracking applications, collecting and processing hiring paperwork, coordinating background checks, and keeping the Human Resources Manager informed throughout.
- b. Support summer staff recruitment by tracking applicant progress, verifying completion of required pre-employment training and documentation, and following up on anything outstanding.
- c. Maintain and update job descriptions and postings to ensure they accurately reflect current role expectations.
- d. Equip hiring managers across departments with the tools, timelines, and guidance they need to conduct interviews and complete the hiring process consistently.

2. Onboarding & Staff Development

- a. Execute the onboarding process for new hires — scheduling orientations, collecting and processing paperwork, coordinating system access, and ensuring each person has what they need from day one.
- b. Assist with coordinating the logistics of staff development programs and training initiatives, track participation, and handle follow-up to ensure completion.
- c. Assist with the preparation and delivery of summer staff training content related to HR policies, expectations, and risk management procedures.
- d. Track staff recognition milestones and help ensure consistent follow-through on staff care and celebration initiatives across the organization.
- e. Execute the offboarding process for employees departing.

3. HR Administration & Compliance

- a. Maintain complete, accurate, and well-organized employee records and HR files in compliance with applicable laws and organizational policies.
- b. Serve as a reliable point of contact for staff with benefits questions, research answers, and support the HR Manager in administering open enrollment.
- c. Assist in compiling and submitting accurate summer staff payroll data to the business office on schedule.
- d. Track abuse prevention training completion across all staff levels and follow up consistently to ensure timely completion.
- e. Proactively identify opportunities to improve efficiency and consistency in HR administrative processes and bring recommendations to the HR Manager.

4. Staff Care & Culture

- a. Serve as an accessible, knowledgeable resource for staff navigating HR processes, paperwork, and policies — resolving what you can and escalating appropriately when needed.
- b. Contribute to a staff culture that reflects Camp Cho-Yeh's values of excellence, humility, and Christ-centered community.
- c. Plan and execute staff appreciation events and recognition programs, handling the logistics from start to finish.

5. Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in human resources, administrative support, or a related field, with a desire to grow in HR expertise.
- Familiarity with HR best practices, employment law basics, and standard onboarding and recruiting processes.
- Strong organizational skills with high attention to detail and the ability to manage multiple tasks and deadlines simultaneously.
- Excellent interpersonal and communication skills with the ability to build trust and work effectively with staff at all levels.
- Demonstrated ability to handle confidential information with discretion and professionalism.
- Proactive problem-solver who brings creativity and initiative to administrative and relational challenges.
- A strong track record of delivering results through collaborative teamwork, with a willingness to commit to a ministry and salary commensurate with a nonprofit.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify and integrate into its culture.
- Strong spiritual life and visible devotion to Christ.
- Demonstrated ability to cultivate healthy relationships, to maintain strong family ties, and to offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.

EDUCATION and/or EXPERIENCE

Bachelor's degree or *equivalent* from a four-year college; or one to two years of related experience and/or training; or equivalent combination of education and experience. Experience in a camp, nonprofit, or ministry context is a plus.

LANGUAGE SKILLS

Ability to read and interpret documents such as policy manuals, procedure guides, and HR compliance materials. Ability to write routine reports, correspondence, and internal communications. Ability to speak effectively with individuals and groups across the organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TIME MANAGEMENT ABILITY

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Shared office space within the Administration department. Limited availability to work remotely. At times expected to be present across camp grounds in support of staff-facing HR activities, events, and training. During summer programming season, some evening and weekend availability may be required.