



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORM WAITT SR. YMCA Job Description

Job Title: **Human Resources Coordinator**

Job Code: NA

FLSA Status: Exempt

Job Grade: 8

Reports to: CEO

Revision Date: May 28, 2024

Leadership Level: Team Leader

Primary Function/Department: Administration

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Human Resources Coordinator at the Norm Waitt Sr. YMCA oversees the development and implementation of talent management/human resources policies, plans and services, including recruitment, legal compliance, employee benefits, compensation, employee relations, diversity and inclusion, employment practices and procedures, employee communications and events. The NWSY has 120-160 Full, Part-time, and seasonal employees. The Human Resources Coordinator also positions the Y as a community convener and collaborator to address critical social issues.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Creates a vibrant cause-centered culture for staff and volunteers.
2. Participates in strategic planning for the organization. Provides support to executives and management on matters of reinforcing culture, setting goals, developing policy, and implementing strategic objectives. Aligns organizational structure, roles, and responsibilities to achieve goals.
3. Fosters the development of staff and volunteers at all levels in the organization by engaging in ongoing feedback and coaching, creating succession plans, and providing resources and support for informal and formal learning at all levels.
4. Oversees talent management, including staff training and leadership development, retention, recognition, employee communication and career development. Assesses and evaluates training and staff development needs, and develops programs to meet needs.
5. Creates organizational policies and structures that remove barriers and foster equity and inclusion.
6. Develops and maintains performance management and appraisal programs. Provides assistance to employees and supervisors with questions and workplace problems.
7. Oversees compensation and benefit programs, including job description and classification, salary structure and salary adjustments. Oversees benefit plan communication, enrollment and administration. Assesses the competitiveness of human resources programs and practices against the relevant markets and makes recommendations for improvements and changes.
8. Remains current with employment laws and regulations. Maintains an effective program of compliance with laws and regulations related to human resources and manages relationships with compliance agencies and YMCA legal counsel.
9. Oversees HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization. Ensures timely and accurate submission of data requested by the EEOC, YMCA of the USA, Department of Labor, etc.

## **Human Resources Coordinator**

10. Works directly with assigned committees of the board to build volunteer relationships, develop policies, oversee policy implementation, and meet the related needs of the board.
11. Responsible for training leadership team on how to handle all hiring, onboarding, training, and firing, however, is not responsible for the final decision in hiring or firing, the final decision is left up to the supervisor.
12. Assist supervisors as necessary with hiring and onboarding such as phone interviews and/or reference checking.
13. Onboard all new employees, ensuring all paperwork is completed, help supervisors to manage onboard training to ensure a smooth transition in each staff's position.
14. Oversee the employment & volunteer application process.
15. Market and advertise employment opportunities to reach a diverse and qualified pool of internal and external candidates.
16. Create job postings, keep YMCA's job web page, all employment websites and other external electronic job postings current including social media.
17. Manage the birthday, anniversaries, and employee recognition programs.
18. Organizational expert on policies – will be the person to go to when handling personnel issues; understand and execute delicate situations balancing YMCA policies and employee needs.
19. Responsible for assuring high standards of safety in accordance with YMCA safety and risk management policies.
20. Perform other related duties as assigned by the CEO.

### **LEADERSHIP COMPETENCIES:**

- Developing Self & Others
- Inclusion
- Program/Project Management

### **QUALIFICATIONS:**

- Bachelor's degree in business, human resources or equivalent preferred - not required in lieu of years of experience
- YMCA Team Leader certification preferred.
- Three or more years of professional experience in all aspects of human resources management and staff development and/or equivalent combination of education and experience.
- Knowledge and professional experience in planning and policy, talent management, selection, compensation, benefits, training and staff development, employee relations, and performance management.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.
- Proficiency in business and human resources related computer applications, which may include talent management systems, time and attendance systems, etc.
- Senior human resources certification (SPHR or equivalent) is preferred or working towards

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**Human Resources Coordinator**

**SIGNATURE:**

I have reviewed and I understand the job description.

\_\_\_\_\_

Employee's name

\_\_\_\_\_

Employee's signature

Today's date: \_\_\_\_\_