



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Human Resources Specialist**

Status: Non-Exempt

Department: Administration Office

Reports to: CFO

Revision Date: June 27, 2022

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### 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 (HR) Specialist at the Norm Waitt Sr. YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined. This position works with the CFO, Accountant, and Directors to assist in all aspects of the Y employee hiring, onboarding, training, background checks, filing, benefits, reviews, and plans, organizes and executes successful Events throughout the year to advance the YMCA's mission and strengthens the community.

### 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:

- Entry and filing of employee new hire paperwork into Quickbooks software.
- Familiarity with basic accounting functions including bill payments, credit card reconciliation and assistance with payroll.
- Good knowledge of computers, Office 365, and Quickbooks will enhance successful performance.
- Innovatively seeking new approaches in making the Y employee experience rewarding and exciting.
- Speaks in a clear, articulate manner. Able to conduct a training session professionally.
- Writes clearly and concisely, using correct grammar, vocabulary, and appropriate tone for the message or audience.

### LEADERSHIP COMPETENCIES:

- Communication & Influence
- Emotional Maturity
- Project Management

### QUALIFICATIONS:

- Bachelor's degree in business or equivalent preferred.
- Two or more years of related experience is preferred.
- Proficient in all standard business software.
- Motivated self-starter, works well independently and within a team.
- Excellent communication and interpersonal skills.
- Ability to multitask efficiently.
- Creative thinking and problem solving.
- Proficient in selecting the best price for products and services.
- Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
- Advanced written and verbal communication skills. Bilingual is a plus.

**The Y: We strengthen the community through youth development, healthy living, and social responsibility.**

# NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **HR Specialist**

## 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.

## SIGNATURE:

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

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's name

\_\_\_\_\_  
Supervisor's signature