



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE OKOBOJIS JOB DESCRIPTION

Job Title: **Human Resources Generalist**

FLSA Status: Exempt

Status: F/T

Reports to: CFO

Salary Range: \$50,000 - \$65,000

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Serves as a member of the association leadership team, providing strategic leadership to attract, develop and retain the best available talent. Oversees the development and implementation of talent management/ human resources policies, plans, and services, including recruitment, selection, legal compliance, compensation, employee relations, diversity and inclusion, employment practices and procedures, employee communications, and events.

ESSENTIAL FUNCTIONS:

1. Support the mission, vision and goals of the YMCA.
2. Promote a professional working environment through character development by modeling the values of caring, honesty, respect and responsibility.
3. Provides leadership and support to executives and management on matters of reinforcing culture, setting goals, developing policy, and implementing strategic objectives. Participates in strategic planning for the organization.
4. Oversees talent management, including onboarding, staff goal setting, training and leadership development, retention, recognition, and employee communications. Assesses and evaluates training and staff development needs, and develops programs to meet needs.
5. Oversees all hiring processes, including employment verifications, background checks, and completion of new hire paperwork in accordance with policies.
6. Develops and maintains performance management and appraisal programs. Provides assistance to employees and supervisors with questions and workplace problems.
7. Assist supervisors to ensure timely documentation of disciplinary action, performance improvement plans, and terminations in accordance with policies.
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.
10. Manage payroll and related functions, including review of timecards, benefits withholdings, paid time off, YMCA retirement, and federal and state taxes.
11. 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.
12. Develops staffing strategies and implementation plans and programs. Identifies and cultivates appropriate and effective sources for candidates for all levels of jobs.
13. Serves as a resource and participates as a leader/member of various staff committees and leadership groups.
14. Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailor communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Degree in HR, business, or related field.
2. Current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.
3. Strong organizational skills, with computer proficiency (Microsoft Excel and Word required) and the aptitude to learn new software.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Display high degree of judgment, discretion and confidentiality.
6. An understanding of the nature of the YMCA as a mission-driven organization.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The position oversees HR functions in multiple locations; the physical demands of this position include mobility for visiting each location.
- Employee must have the ability to work irregular hours and may work longer than 40 hours per week.
- 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.

EFFECT ON END RESULTS:

- An efficient, organized office that directs the Human Resources Function.
- Smooth flow and distribution of information to and from the HR office.
- A positive, efficient image of the HR Department is portrayed to applicants, staff and the community.
- Continued personal and professional growth in the position.

SIGNATURE:

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonably related business duties if requested by the supervisor. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____