



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Human Resources Coordinator**

Status: Part Time (Non-Exempt)

Reports to: Executive Director

Department: Administrative

Revision Date: 2/20/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Serves as a member of the YMCA 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, employee benefits, compensation, employee relations, diversity and inclusion, employment practices and procedures, employee communications and events.

ESSENTIAL FUNCTIONS:

1. Provides leadership and consulting support to executive and directors on matters of reinforcing culture, setting goals and developing policy.
2. Maintains and implements all systems relating to payroll and employee compensation.
3. Oversees talent management, including training, 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.
4. Develops and maintains performance management and appraisal programs. Provides assistance to employees and supervisors with questions and workplace problems.
5. 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.
6. 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.
7. 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.
8. Works directly with assigned committees of the board (Human Resources, Executive Compensation, Staff Development committees, for example) to build volunteer relationships, develop policies, oversee policy implementation and meet the related needs of the board.
9. Develops staffing strategies and implementation plans and programs. Identifies and cultivates appropriate and effective sources for candidates for all levels of jobs.
10. Provides direction to assigned staff in the performance of their duties, establishing work priorities in achieving strategic and operating plan goals; prepares and manages associated budgets.
11. Serves as a resource and participates as a leader/member of various staff committees and leadership groups.
12. Performs other duties as assigned in accordance with the planned Chart of Work.

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 tailors 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. Bachelor's degree in business, human resources or equivalent; Master's degree preferred.
2. Four or more years of professional experience in all aspects of human resources management and staff development and/or equivalent combination of education and experience.
3. Minimum age requirements of 21.
4. Knowledge and professional experience in planning and policy, talent management, selection, compensation, benefits, training and staff development, employee relations, and performance management.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.
7. Proficiency in business and human resources related computer applications, which may include talent management systems, time and attendance systems, etc.
8. Prior to or within 30 days of hire include must complete Child Abuse Prevention; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.

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:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____