

# YMCA of Greater Kalamazoo Job Description

Job Title: Human Resources Specialist

Status: Full Time, Hourly

Rate: \$19.23 - \$21.63 per hour based on experience

Reports to: VP of Support Services/CFO

## POSITION SUMMARY:

The YMCA of Greater Kalamazoo is seeking an experienced HR professional for the Association. The position will be responsible for managing administrative tasks within HR department, including recruiting, onboarding, and employee relations for the association. The goal of the position is to promote organizational values and enable business success through job design, recruitment, performance management, training and development, and talent management.

## 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:

- Assists with benefit plan communication, enrollment, and administration.
- Oversee employee relation in collaboration with the VP of Support Services.
- Oversee HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization.
- Oversee and manage onboarding and off boarding.
- Manage workers' compensation and report claims.
- Works closely with Director of Support Services and CFO on payroll timecard management to ensure semi-monthly payroll processing is accurate.
- Works with our management team to develop plans for: Employee retention, recognition, employee communication, and career development.
- Assesses and evaluates training and staff development needs and develops programs to meet needs.
- Works with all program directors to ensure the timely annual completion of all performance appraisals. Aids directors on questions related to personnel policies and procedures.

## QUALIFICATIONS:

- Bachelor's degree in human resources or equivalent preferred; or equivalent work experience. PHR or SHRM-CP preferred.
- Three or more years of direct experience in staff development and/or equivalent combination of education and experience.
- Knowledge and professional experience in planning and policy, talent management, selection, development, employee relations, and performance management.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Proficiency in business and human resources related computer applications, which include payroll systems, talent management systems, time and attendance systems, Microsoft Office, etc.
- CPR and First Aid certifications required within 30 days of hire.

*Technical Knowledge/Skills:*

- Experience working with a diverse community.
- Working knowledge of age-appropriate behavior modification techniques and activities.
- Proficiency in word processing, spreadsheets, and other basic computer functions.
- Experience with recruitment.

*Language Skills – Ability to:*

- Read, analyze, and interpret general and technical business communications.
- Assist in writing reports, business correspondence, training materials and procedure manuals.
- Effectively present information and respond to inquiries at an individual or group level.
- Communicate effectively at all levels with staff, members and volunteers.

*Mathematical Skills – Ability to:*

- Process time sheets, including work hour calculation.
- Calculate wage increase recommendations.

*Cognitive Skills – Ability to:*

- Solve practical problems, while considering various impacting factors.
- Interpret instructions in a variety of written or oral formats.

*Work Performance Skills – Ability to:*

- Organize, prioritize and manage tasks with limited supervision.
- Be an effective team member.
- Exercise professional judgment and maintain confidentiality.
- Positively interact with children daily using appropriate behavior modification methods.
- Make good, sound decisions and take decisive action when called to do so.
- Consistently and positively interact with customers and coworkers.
- Demonstrate willingness to learn, accept responsibility, take initiative and be flexible.
- Represent the YMCA in a professional manner both inside and outside the YMCA through a positive and well-motivated attitude and support of programs, mission, and goals.
- Exhibit the core values of Caring, Honesty, Respect and Responsibility.

**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 accommodation 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 20 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.

All YMCA Staff are mandated by law to report child abuse and neglect to Child Protective Services. Such reports can be made verbally at 1-855-444-3911. Staff will also report suspected abuse or neglect to their supervisor, senior management, or Human Resources.