



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA Position Announcement

Job Title: Human Resources Director
Salary Range: \$63,000 - \$75,000
FLSA: Exempt – Full-time

Reports To: Leadership Development & Human Resources Director
Work Location: Association Office
Work Schedule: M-F 8:30am – 5:00pm w/ flexibility as needed

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Human Resources Director at the Central Connecticut Coast YMCA supports the development and implementation of talent management/human resources policies, plans and services, including recruitment, hiring, legal compliance, employee benefits, compensation, employee relations, diversity and inclusion, employment practices and procedures, and employee communications. The Human Resources Director provides leadership and assures an environment of trust and respect for all in line with YMCA of the USA guidelines and association policies in accordance with their training. This results in cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

Salary and Benefits:

- Salary Range: \$63,000 – \$75,000 per year, Exempt
- YMCA Retirement Fund Contribution: 12%
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between staff, volunteers, and colleagues at all levels of the organization.
- Responsible for supervision and support of Human Resources Associate, assuring efficient processing and updating of all employment/volunteer paperwork for both new and existing employees and volunteers working to assure timely documentation, certification, etc., are obtained and documented.
- Develops and maintains effective and efficient lines of employer/employee and volunteer communication in the Y voice to support staff in obtaining necessary and relevant information and resources, and is an ambassador of the YMCA and fosters loyalty among those we serve.
- Knows, implements, follows, and enforces all YMCA policies, guidelines, regulations, and procedures, including compliance, safety, risk management, those for the prevention of child abuse, and staff expectations as required by the YMCA, licensing, and state and federal laws, and supports other staff to do the same.
- Handles employee relations issues; coaches and advises leaders; serves as internal consultant ensuring fair and equitable treatment of employees while minimizing the organization's liability.
- Assures that leadership regularly conducts internal monitoring and auditing for safety and other compliance issues and responds promptly to detected offenses, and develops corrective action.
- Effectively administrates and communicates all benefits including compliance with all regulations and policies internal and external.
- Assures effectiveness and compliance and alignment with culture and mission in staff/volunteer recruitment, hiring, and on-boarding.
- Researches and recommends, and upon approval, implements and communicates policy changes as necessary to ensure a safe, healthy, productive, positive, engaging and legally compliant environment.
- Assures processing of workers compensation, unemployment, insurance and disability claims as required.
- Handles and/or assists with other administrative, and human resource issues as requested.
- Follows association guidelines to develop, promote and market, and manage employment offerings in a manner consistent with YMCA core values.
- Pursues training opportunities that support the work of the YMCA and enhances personal and professional growth.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- **Communication & Influence** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations

Experience, Education and Qualifications:

- Bachelor's Degree in human resources or related field - required
- 5 or more years of previous HR or related experience – required
- SHRM Certified Professional or HRCI Certified Professional certification – required
- YMCA Team Leader certification – preferred
- Experience administering employee benefits, including health, welfare, and retirement.
- Experience with HRIS systems, (Kronos Workforce Ready – preferred)
- Experience with employment law and has proven current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- High level of computer competency, including Microsoft Office products.
- Demonstrates excellent planning, organization, time management, and attention to detail, with the ability to handle multiple projects with minimal direction.
- Proven effective communication skills to inform, counsel, motivate, and support members and staff.
- Ability to read, interpret, and effectively communicate, document, train, and instruct employees on the benefits of the YMCA.
- Ability to solve problems by taking a leadership role in handling a variety of situations, problems, issues and/or complaints from employees as they arise.
- Possesses a general knowledge and understanding of the YMCA, its goals, and its mission.
- Bilingual: English/Spanish a plus.

Trainings & Certifications:

- Must complete online Blood-borne Pathogens, Employee Safety, and Hazard Communication trainings prior to initial assignment to position.
- Must complete other New Employee Orientation and department onboarding prior to initial assignment to position.
- Must complete Child Abuse Prevention and Mandated Reporter trainings prior to initial assignment to position.
- Must complete YMCA Team Leader Certification and SHRM Certified Professional/HRCI Certified Professional certification within the first 2 years of employment.

Effect on End Results

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Human Resources Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all. The Human Resources Director ensures that:

- Strong relationships with employees and positive department image is developed.
- All employees feel supported and informed by the HR department.
- Department of Human Resources meets or exceeds its goals for responsiveness, accuracy, and training.
- High performing staff team with high rates of retention for the YMCA.
- Develops and maintains relationships that inspire trust and confidence.
- All employees and volunteers feel supported and welcome and embody the mission and values of the YMCA
- All Human Resources policies and procedures are conducted according to the YMCA of the USA standards and local and federal laws.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Association Profile:

- The CCCY is a YMCA North American Network Y (one of the 70 largest Ys in North America) with an operating budget of \$28M.
- The Y delivers a full range of youth development, healthy lifestyle, and aquatic programs and services at our nine full-facility branches, two youth and community centers, and our resident camp in The Berkshires of Massachusetts.

Through our Alpha Community Services Y Branch, we lead the way in affordable supportive housing initiatives in Bridgeport and New Haven.

- The CCCY serves portions of Fairfield and New Haven Counties with a population of 850,000 including twenty-five towns and cities (Bridgeport and New Haven). Some suburban towns are 95% Caucasian and have median incomes of \$180,000. Bridgeport and New Haven include strong minority communities where 50-75 different languages are spoken. Median income in Bridgeport and New Haven is \$30,000. Our service area is a true example of the "two Connecticut" with people of great wealth neighboring cities with many living in poverty.
- Steadily improving financial performance with recent balanced budgets including full funding of depreciation on contribution to reserves.
- 1,700 committed volunteers who donated 35,000 hours of service in 2016.
- 150 full-time and 1,000 part-time employees.

Advantages to the Area:

City hot and country cool is a description sometimes used for Coastal Fairfield and New Haven Counties. Our service area includes many affordable towns with great school systems and choices. This is a great place to raise a family. The greater Bridgeport area includes wonderful arts and cultural opportunities in addition to the many activities offered through area Universities. We are located 1.25 hours from New York and 3 hours from Boston. There are beaches, access to college and professional sports, and diverse towns and neighborhoods. The recreational opportunities in Connecticut and New England are fantastic!

Websites for More Information:

www.cccymca.org

www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by **February 8, 2019** to Erin Grayson, Leadership Development & Human Resources Director at egrayson@cccymca.org