



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Human Resources Associate
Director

Reports To: Human Resources

Salary Range: \$40,000 - \$47,000

Work Location: Association Office

FLSA: Non-exempt – Full-time

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 Associate at the Central Connecticut Coast YMCA ensures and maintains the day-to-day functions of Human Resources information and supports with a data-driven mindset human resources management. The Human Resources Associate 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 & Benefits:

- Salary Range: \$40,000-\$47,000 per year, Non-exempt
- YMCA membership
- YMCA Retirement Fund Contribution: 12% (once eligible)
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training & Development including conferences, workshops and membership in professional organizations

Essential Duties and Responsibilities:

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, sustains, and facilitates positive relationships with and between staff, volunteers, and colleagues at all levels of the organization.
- Perform data entry for personnel file maintenance, training, and certification for all employees/volunteers in a thorough and timely manner.
- Maintain, troubleshoot and ensure integrity of HRIS Database (Kronos) in the transition to a paperless HR Department.
- Efficiently processes and updates all employment/volunteer paperwork, assuring needed documentation, certification, and training are obtained.
- Administer, track, and respond to criminal background checks, reference checks and verifications of employment.
- Interpret and communicate all personnel policies, procedures, and employee benefits in order to assist employees and supervisors with basic interpretation of HR policies, procedures, and benefits.
- Manage job postings and recruitment efforts using association guidelines to promote employment offerings in a manner consistent with YMCA core values.
- 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, follows, and communicates 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.
- Review, process, and meticulously reconcile all billings as related to the HR department.
- Performs customer service functions by answering employee requests and questions.
- Prepares accurate reports for branches and assists with preparation for all audits using Microsoft Office Suite.
- Maintains high standards of confidentiality for personnel files and information, and personnel actions.
- Pursues training opportunities that support the work of the YMCA and enhances personal and professional growth.
- Handles and/or assists with other administrative, and human resource issues as requested.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs
- **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 YMCA's cause

Experience & Education:

- Associate's Degree - required, Bachelor's Degree in related field - preferred
- 2 or more years of previous HR or related experience.
- SHRM Certified Professional (SHRM-CP) credential – preferred
- Experience with HRIS systems (Kronos Workforce Ready a plus).

Qualifications:

- Account reconciliation or other accounting experience required.
- Must be detail-oriented, confidentiality-conscious, and organized.
- Possess the ability to work well with others to ensure high quality results.
- Able to apply common sense and understanding to carry out position responsibilities.
- High level of computer competency, including proficiency in Microsoft Office products.
- Possesses a general knowledge and understanding of the YMCA, its goals, and its mission.
- Proven effective communication skills to inform, counsel, motivate, and support members and staff.
- Ability to read, interpret, and effectively communicate, document, and inform employees on the benefits of the YMCA.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team focus, critical thinking, and personal leadership skills.
- 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.
- Demonstrates excellent planning, organization, time management, and attention to detail, with the ability to handle multiple projects with minimal direction.
- Bilingual: English/Spanish a plus.

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete New Employee training within the first 90-days of employment.
- Must complete Listen First and Child Abuse Prevention trainings within the first 90-days 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 Associate be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all. The Human Resources Associate ensures that:

- All employee data and files are organized and are maintained in accordance with laws and policies.
- All processes and deadlines are followed and met.
- 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.
- 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.

Websites for More Information:

www.cccymca.org
www.brbc.org

Application Information: Submit a cover letter, resume, and four references by Friday, April 26, 2019 to Donna DeVito, Human Resources Director, at ddevito@cccymca.org