



THE DENNY PRICE FAMILY YMCA JOB DESCRIPTION

POSITION TITLE: Human Resources/Payroll
DEPARTMENT: Human Resources/Payroll/Risk Management
FLSA STATUS: Exempt/Hourly
Pay Range: \$58K - \$63K/\$25 - \$30 HR
REPORTS TO: CEO

PURPOSE OF POSITION

Under the guidance and supervision of the CEO, the HR/Payroll Director will serve on the senior leadership team and is primarily responsible for: workforce recruitment, performance management, compensation and benefits, implementation and evaluation. The HR Director is also responsible for the timely administration and accuracy of payroll processes, as well as a variety of administrative duties. Must be detailed oriented with the ability to provide effective HR customer service and administrative support to management and employees of the YMCA.

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 & JOB DUTIES:**

GENERAL DUTIES:

1. Administer all onboarding for volunteers and employees.
2. Exiting process including but not limited to: new hire paperwork, initial training, orientations, exit surveys.
3. Oversees HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization.
4. Oversees all administrative aspects of employee benefit programs, including communication, enrollment, administration and assistance to employees where needed.
5. Maintain and update Job Descriptions and advertise positions where appropriate.

6. Notify supervisors of performance reviews that are due, track and ensure reviews are completed in a timely manner and ensure returned performance reviews comply with internal policies.
7. Ensure I-9 information has been verified, recorded, and maintained in accordance with legal guidelines.
8. Initiate and follow up on criminal background checks, drug testing, social security trace, sex offender check, references & child abuse check on contract labor, volunteers, and staff.
9. Administers, tracks, and processes staff eligibility and deductions for the Y Retirement fund.
10. Coordinate new hire and termination information with other departments as appropriate (i.e., Membership).
11. Serves as advisor for the disciplinary action process and documentation.
12. Maintain proper record retention system for current and history files.
13. Maintain and update job description in accordance with the Denny Price Family YMCA's guidelines.
14. Track and enter training/certifications/evaluations for all staff into payroll system and report results to the Risk Management Committee.
15. Ensure mandatory training has been scheduled and attended.
16. Assist with functions and events as needed.
17. Attend meetings or trainings as deemed necessary.
18. Schedule quarterly random drug testing.
19. Ensure Personnel Policy is up to date and reviewed by an HR committee every year.
20. Manage Worker's Compensation claim and maintain records.

ESSENTIAL FUNCTIONS OF THE JOB

1. Communicate with people at all levels in a positive way
2. Ability to work independently as well as part of a team
3. Ability to work efficiently and accurately on a computer using our software tools
4. Ability to support management and philosophies of the Denny Price Family YMCA
5. Must be extremely organized, accurate, reliable, and diligent in meeting deadlines
6. Must be able to handle multiple tasks simultaneously
7. Must know and utilize Paycom and Paycom reporting
8. Understand and comply with federal laws and regulations applying to the Payroll/HR area
9. Confidentiality is imperative; the incumbent must be mature and discrete

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 frequently required to sit; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

JOB QUALIFICATIONS:

EDUCATION:

- Bachelor's degree in business or related field preferred or Human Resource Management Certification or 4 years of directly related work experience

KNOWLEDGE/EXPERIENCE:

- Ability to communicate with people at all levels in a positive way; must have strong human relations skills.
- Demonstrated knowledge of human resource management and best practices
- Demonstrated understanding of federal laws and regulations applying to the Payroll and HR functions
- Minimum of 4 years working in an HR and/or payroll environment
- Certified Praesidium Guarding (Training will be provided)
- Proficiency in business and human resources related computer applications, which may include talent management systems, time and attendance systems, (ADP preferred), etc.
- Ability to work independently as well as part of a team
- Must be extremely organized, accurate, reliable, honest and diligent in meeting deadlines
- Ability to create internal/external communication resources
- Ability to handle multiple tasks simultaneously

The Denny Price Family YMCA-JOB DESCRIPTION HUMAN RESOURCE COORDINATOR

- Ability to be discrete as confidentiality is required for many aspects of this position
- Strong clerical & administrative skills
- Strong working knowledge of computers and record keeping
- Proficiency in the use of computer applications such as Microsoft Office, Adobe Suite and Social Media networks.
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date

- Must be able to learn and follow local YMCA and national guidelines related to employment and branding standards.
- Occasional travel for training may be required.

PROFESSIONAL EXPECTATIONS:

The Human Resource Coordinator will present a competent and positive image of The Family YMCA through the professional and safe direction and supervision of all Community Programs, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition, the Human Resource Coordinator will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change and seeks opportunities in the change process.

COMPENSATION:

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Senior Program director.

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment, and that the YMCA can change wages, benefits and conditions of employment at any time.

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED BY THEIR SUPERVISORS OR CEO. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY THEIR SUPERVISORS OR CEO.

Employee Signature

Date

Supervisor Signature

Date

