



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB TITLE: Human Resource Director
DEPARTMENT: Management
REPORTS TO: Chief Financial Officer
LOCATION: All YMCA Sites/Branches
STATUS: Full Time Exempt, Part Time Non-Exempt
PAY RATE: \$50,000 to \$60,000 DOE

Position Summary:

The YMCA aims to be an inclusive and welcoming environment that represents the community in which we serve. Every position upheld in our organization is vital to the health and well-being of our programs and membership community. Our beloved Salem Family YMCA is expanding with the opening of our new flagship facility, while our diverse regional programs and branches in Monmouth-Independence, Woodburn and Silverton continue to make impacts throughout our two-county service area. We are YMCA of Marion and Polk Counties. We are with you for life.

The HR Director 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. The HR Director will also be responsible for recruiting, onboarding, and retaining our volunteers. The HR Director positions the Y as a community convener and collaborator to address critical social issues.

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:

CULTURE BUILDING

1. Builds relationships by using names and initiating conversations with all members, staff, volunteers and guests.
2. Creates organizational policies and structures that remove barriers and foster equity and inclusion for all.
3. Oversees compensation practices and philosophy to ensure salary benchmarking and surveys are handled on a regular basis.
4. Creates and enhances diversity, equity, and inclusion programs.
5. Counsels, coaches and guides staff in addressing concerns and complaints to assure fair and equitable treatment while ensuring compliance with local labor regulations and practices.
6. Responsible for assuring high standards of program quality and safety in accordance with YMCA safety and risk management policies.



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

7. Develops and implements a comprehensive recruitment plan to meet staffing and volunteer needs and organization priorities across multiple dimensions of diversity.
8. Provides customer service and acts as a point of contact for employees and directors with questions and concerns.
9. Develops and maintains effective relationships with professional networks including all area colleges and high schools to sources qualified candidates.
10. Manages the birthday, anniversary and employee recognition programs and recognizing contributions from staff and volunteers.

ADMINISTRATIVE

11. Maintains and coordinates employee files and records according to state and federal laws.
12. Maintains and coordinates volunteer files, and monthly/annual volunteer hours.
13. Conducts all new employee orientations.
14. Conducts annual benefits meeting and paperwork processing.
15. Manage Payroll in accordance with legal requirements and YMCA policies.
16. Works in tandem with the marketing department to advertise employment opportunities to reach a diverse and qualified pool of internal and external candidates.
17. Creates job postings, keep external electronic job postings current and manage employee referral program.
18. Organizes and executes college recruitment programs including job fairs.
19. Assists supervisors as necessary with hiring and onboarding such as phone interviews and/or reference checking.
20. Maintains volunteer files, tracks and reports volunteer hours, and generates volunteer reports on a monthly basis.
21. Develops and maintains efficient processes ensuring the highest and best use of all resources and tools available.
22. Performs other related duties as assigned by CFO or CEO.

QUALIFICATIONS:

- Bachelor's degree in Human Resources or a related field or equivalent work experience
- SHRM Certification preferred
- Two years' experience in human resources or a related field
- General knowledge of employment laws and practices
- Experience in the administration of benefits and compensation programs
- Experience in recruitment
- Database management and record keeping
- Effective oral and written communication
- Evidence of the practice of a high level of confidentiality
- Excellent organizational & accuracy skills
- Experience in volunteer management

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.
- Physical demands include frequent standing and walking; use of hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear; regularly lift up to 20 pounds.