



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAIT SR. YMCA JOB DESCRIPTION

Job Title: **HR Coordinator/Administrative Support**

Status: P/T

Reports to: CEO and CFO

Department: Administration

Revision Date: March 23, 2018

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Serves as a member of the leadership team by providing leadership to attract, develop and retain the best available talent. Helps in overseeing the development and implementation of talent management/ human resources policies, plans and services, including recruitment, legal compliance, employment practices and procedures, administrative support to the CEO and the CFO including data entry, QuickBooks entry, create reports, and accounting.

ESSENTIAL FUNCTIONS

1. Provides assistance to directors and coordinators on developing HR procedures based on best practices, strategic plan and the needs of the Y.
2. Helps to develop appraisal programs.
3. Provides assistance to employees and supervisors with questions and workplace problems.
4. Helps the CEO in development and maintain current job description and classification, salary structure and salary adjustments.
5. Oversees benefit plan communication, helps with enrollment and administration if needed directed by the CFO.
6. Helps the CEO assess the competitiveness of human resources programs and practices against the relevant markets and makes recommendations for improvements and changes.
7. Remains current with employment laws and regulations. Maintains an effective program of compliance with laws and regulations related to human resources and manages relationships with compliance agencies and YMCA legal counsel.
8. Works directly with leadership team to build volunteer relationships, develop policies, oversee policy implementation and meet the related needs of the board.
9. Uses discretion and independent judgment in handling confidential and sensitive information in connection with the CEO's responsibilities.
10. Maintains highly confidential executive and Board files and correspondence.
11. Produces and maintains minutes for meetings of the Board of Directors.
12. Coordinates arrangements for meetings of various committees, task forces, public officials and groups.
13. Maintains computer databases for various reports, committees and mailings.
14. Coordinates annual schedules for Board of Directors and management meetings.
15. Maintains organizational chart(s).
16. Coordinates staff business cards, stationery orders and office supplies for business/administrative offices.
17. Gathers data, compiles and prepares all national statistical and assigned strategic plan reports.
18. Performs other duties as assigned.

YMCA COMOPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in Human Resources, social services, business or equivalent preferred.
2. Three or more years of related experience working in Human Resources and as assistant to high level executives or administrators, preferably in a nonprofit setting.
3. Proficient in all standard business software.
4. Knowledgeable about office processes and procedures.
5. Ability to work with integrity, discretion and a professional approach.
6. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
7. Ability to speak any language in addition to English may be helpful.

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.
- 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 10 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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____