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Twin Pike Family YMCA Job Description

Job Title: Human Resource Director
Job Type/FLSA Status: F/T - Exempt
Reports to: Business Manager

Department: Business/Administration
Date: 01/2024

Position/Job Summary:

The Human Resource Director's main responsibility is to provide daily Human Resources to the Y and 21stCCLC afterschool program. In addition to HR responsibilities, the HR Director will assist the Chief Financial Officer (CFO) with payroll and some areas of Financial Business support.

This position also requires that in the absence of the CFO, they will fulfill their daily responsibilities.

Leadership Responsibilities:

- Professional Demeanor: The HR Director will represent the Twin Pike Family YMCA in a positive, professional manner to the community. The employee must be self-motivated and must be able to interact positively with members, guests and fellow staff.
- All guidelines must be followed in accordance with the Employee Handbook.
- Under the direction of the CFO and consistent with the mission of the YMCA, the HR Director must have a commitment to the YMCA and its core values: caring, honesty, respect and responsibility.

Essential Functions/Job Responsibilities:

- Processing & maintenance of employment and volunteer documents in a timely manner – includes, but not limited to:
- Responsible for ensuring compliance and efficiency in the hiring process and onboarding of new employees, to include sending official letters, ordering background checks and processing of I-9 Forms.
- Conducting new hire paperwork review with new or rehired staff.
- Generates and maintains supply of New Hire Packets, Status Change forms, etc.
- Assists and work closely with CEO, CFO and department directors with the hiring process.
- Posting job openings on Indeed and distributing applications/resumes to department directors.
- Ensures department directors provide all interview notes and reference check responses and files in employee's file.
- Entry of new employee in QuickBooks.
- Maintain employee/volunteer files in an organized, accurate and complete manner for review and inspection.
- Assist CEO and maintain job descriptions for all roles.
- Maintains exit interviews and processing of employee termination.
- Stay on top of changing national, state and local employee legislation and policy enforcement laws.
- Receipt of BGB & LCD 21st CCLC receivables preparing daily depositing and posting to QuickBooks and Daxko operations.
- Oversee 21st CCLC Admin. Assistant in BGB & LCD data entry, assists with data entry and their duties as needed.
- Processing of Y account payables.

- Assist departments with maintaining all office equipment and computers.
- Order Y and 21st CCLC office supplies and manage inventory of office supplies.
- Maintains and update business office records, including vendor files and business office archives in accordance with the File Retention guidelines.
- Attends on time, prepared and participates in staff meetings, training and YMCA events, as designated.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in business administration or 3-5 years of HR experience.
- Exceptional organization and time management skill and the initiative to be a self-starter with minimal direction and supervision.
- Strong computer skills, including Word and Excel.
- Working knowledge of computer information systems and software.
- Strong oral and written communication skills.
- Must be dependable, efficient and maintain a high level of confidentiality.
- Ability to work with integrity, discretion and a professional approach.
- Must pass all required background checks established by YMCA, state childcare licensure certification and the 21stCCLC grant guidelines.
- Valid Driver's License.

Physical Demands:

- Must be able to pass a pre-employment drug test
- Ability to sit for extended periods of time, reach, must be able to move around the work environment and occasionally lift and/or move up to 10 pounds

Benefits:

- Free Membership w/program discounts
- 15 paid holidays
- PTO
- Retirement Plan