



**Job Title: HR Director
(Part-time, Non-Exempt)**

Prepared By: HR Solutions

Department: HR/Administration

Prepared Date: 04/13/2026

Reports To: Executive Director/CEO

Approved By: Executive Director/CEO

Salary: \$33.65 - \$38.46/ hourly

Approved Date: 4/14/2026

POSITION SUMMARY

The HR Director is a strategic leader responsible for cultivating an exceptional experience for employees of the YMCA. This role provides executive oversight of Human Resources, and Payroll & Benefits administration, ensuring alignment between people strategy, operational excellence, and the YMCA's mission and values.

Serving as both a strategic business partner and hands-on leader, this individual oversees the full employee lifecycle while driving professional growth, staff retention, and service excellence. The HR Director partners closely with the CEO and leadership team to build a high-performing, inclusive workplace culture and a welcoming, member-focused environment that strengthens community impact.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership & Strategy

- Serve as a confidential advisor to the CEO and leadership team on HR strategy, workforce planning, and organizational development.
- Partner with department leaders to support talent needs, retention efforts, and succession planning.
- Promote a culture aligned with YMCA values, professionalism, and accountability.
- Provide administrative and operational support across departments to ensure smooth day-to-day functions.
- Serve as a flexible organizational resource, providing support on special projects and emerging operational needs as they arise.

Employee Relations & Performance Management

- Serve as a trusted resource for employee relations concerns, conflict resolution, and policy interpretation.
- Support leaders in performance management processes, including coaching, corrective action, and terminations.
- Lead workplace investigations and ensure timely, consistent, and fair resolution.
- Develop and distribute internal communications, including staff messaging, announcements, and informational materials.

Talent Acquisition & Development

- Oversee recruitment and hiring processes for non-exempt/exempt, managerial, and professional roles.
 - Lead onboarding improvements and ensure a consistent new hire experience.
 - Develop and implement training programs that support leadership development and employee growth.
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Compensation, Benefits & HR Operations

- Partner with Finance leadership on wage band development, job evaluations, and compensation benchmarking.
- Oversee benefits administration, payroll coordination, leave programs, and employee record management.
- Maintain accurate HRIS data and support audits and reporting needs.
- Maintain and update job descriptions and interview questions.

Compliance & Policy

- Ensure compliance with federal, state, and local employment laws and HR best practices.
- Maintain and recommend updates to HR policies, employee handbook, and internal procedures.
- Stay current on employment law trends and recommend proactive improvements.
- Continually assess, develop, and implement necessary standard operating procedures.
- Other duties as assigned.

Supervision

- Supervise the HR/Bookkeeping Coordinator and provide coaching, development, and performance feedback.
- Support department supervisors with training and staff management guidance as needed.

JOB REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
Or equivalent experience.
- Minimum of six (6) years of YMCA experience, or equivalent experience, including at least four (4) years in a **professional supervisory or director-level role.**
- YMCA Team Leader Certification and/or YMCA Organizational Leader Certification preferred.
- Strong working knowledge of HR operations, office systems, and administrative functions; comfortable in a fast-paced environment using computers, phones, and standard office equipment.
- Demonstrated ability to lead with professionalism, confidentiality, and sound judgment while supporting a diverse workforce and community.
- Maintain a consistent schedule, prioritizing regular accessibility for the staff.
- Strong relationship-building, communication, and problem-solving skills; able to work independently and collaboratively.
- Must maintain reliable, punctual attendance and represent the YMCA positively in all interactions.
- CPR/AED certification required (or ability to obtain within 30 days of hire).
- Enrolled in CBR required (or ability to obtain within 60 days of hire).
- Must successfully pass a background check/security clearance.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



PHYSICAL DEMANDS

- Must be able to lift/move a minimum of 50 pounds.

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.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.