Looking to make a difference? Then join our team at the Y!

The Director of Human Resources and Culture is responsible for carrying out all HR functions at the Sheridan County YMCA. The Director partners with the Y’s management team on all human resource-related issues while acting as a champion for a positive and productive culture for all staff. Position reports to the YMCA Executive Director and is a member of the senior management team.

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Promote collaboration across the Y’s management and staff for effective development and implementation of all HR policies, initiatives and programs.

2. Work with managers on forecasting human resource needs; carry out recruitment, new employee on-boarding, management development, employee benefits, performance management, and staff engagement and retention.

3. Proactively assess organizational performance, defining gaps, and proposing HR solutions that support and forward the Y’s objectives.

4. Identify and support sharing of HR best practices across all functions to facilitate a positive and productive work culture.

5. Engage regularly with management across the Y and provide feedback and coaching to achieve pro-active intervention and resolution of people-related concerns.

6. Assist in developing workforce plans that respond to current and future needs; recommend programs and/or processes to improve time-to-fill, quality of candidate assessment/selection, and onboarding to support retention of staff.

7. Provide coaching and training to Y managers on addressing employee issues and following HR policies and processes to mitigate risk and promote employee engagement and retention.

8. Assess employee training and development needs to close gaps between current competencies/skills and future needs; assist with development, implementation, and facilitation of training and development programs.

9. Oversee and carry-out all benefits administration for the Y.

10. Manage and carry-out consistent and engaging employee onboarding program.
11. Maintain in-depth knowledge of legal requirements related to management of employees, make recommendations that mitigate legal risk and ensure regulatory compliance.

12. Advise managers on employment decisions, including hiring, compensation administration, disciplinary action, and termination, while ensuring adherence to company policy and compliance with relevant laws and regulations; support compliance with ethics and related policies and programs.

13. Lead investigations related to employee relations issues, ethics concerns, harassment/discrimination, etc.

14. Embrace the YMCA’s culture, actively support all Y initiatives, and as a member of the senior leadership team, build strong peer relationships.

15. Support, promote, and practice the Y’s core values, and mission; follow and support all code of ethics, workplace conduct, safety, and other established policies.

DESIRED QUALIFICATIONS:

- Bachelor’s Degree from an accredited college or university or equivalent work experience in the field of Human Resources.
- Minimum three years of management experience with knowledge or skills in the following HR functions: recruitment, employee onboarding, performance management, training and development, employment law, and benefits administration.
- SHRM-CP/SHRM-SCP and/or PHR/SPHR certification a plus.
- Strong leadership skills as well as effective consultative skills, highly confidential and possess excellent judgment.
- Enjoys working at both a strategic and tactical level.
- Multitasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the YMCA's mission and values.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability to solve practical problems and work through situations of varying gravity.

COMPENSATION: Annual starting salary for part-time position is $32,500. Benefits depending on hours worked include 401 k, Y membership, family program discounts, and paid personal time off.

Interested candidates please email cover letter and resume to:
Laura@peakconsult.net All inquiries and applications will be strictly confidential.
Further questions contact Laura at 307-655-5405