FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Penobscot Bay YMCA

Job Title: **Human Resources Generalist**

Department: Human Resources

Salary Range: $50,000 - 58,000

FLSA Status: Exempt

YMCA Leadership Level: Team Leader

Reports to: Senior Director of Finance, Penobscot Bay YMCA

Revision Date: November 2025

POSITION SUMMARY:

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. The **Human Resources Generalist** at the Penobscot Bay YMCA oversees payroll, benefits administration, recruitment, employee onboarding/offboarding, training, and HR legal compliance. This is a key role that helps fuel the Y's mission by supporting the people who make our transformative work possible.

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. **The Penobscot Bay YMCA strictly follows a zero tolerance policy regarding child abuse.**

ESSENTIAL FUNCTIONS:

1. Supporting senior leadership, define and implement HR systems, processes, and programs that align with the YMCA's strategic goals and foster a vibrant, mission-centered culture.
2. Manages daily personnel and payroll functions, supporting managers with hiring, onboarding/offboarding, career development, and team building while ensuring regulatory compliance.
3. Collaborates with senior leadership to offer and manage competitive, cost-effective compensation and benefits programs, ensuring adherence to the Y's mission and legal compliance. Responsibilities include job description and classification, salary structure and salary adjustments, benefit plan design and communication, benefit enrollment, administration, and status changes.
4. Develops recruitment strategies to attract and retain top talent, identifying effective sources for candidates at all job levels.
5. Ensures compliance with employment laws by staying current on regulations, managing agency and legal relationships, and submitting required data to authorities like the EEOC and Department of Labor.
6. Manages HR systems and records to ensure accuracy, compliance with legal/organizational requirements, and operational efficiency, including conducting regular audits.
7. Monitors and manages unemployment, workers' compensation, OSHA, FMLA, ADA, and related programs, addressing claims and issues as needed.
8. Identifies and builds relationships with internal and/or external partners or key stakeholders (e.g., local high schools and colleges) to support strategic goals, programs, or projects.
9. Collaborates with teams to assess volunteer needs and develop strategies for recruitment, screening, and placement, ensuring a diverse pool of volunteers across multiple dimensions of diversity.
10. Assists with volunteer onboarding, development, recognition, and record-keeping, including maintaining files, tracking hours, and generating monthly reports to support organizational success.
11. Perform other duties necessary for the good of the organization.

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YMCA LEADERSHIP COMPETENCIES:

- **Building Relationships**: Collaboration, Communication & Influence, Inclusion
- **Leading Operations:** Critical Thinking & Decision Making, Functional Expertise, Innovation, Program/Project Management
- **Developing & Inspiring People:** Developing Self & Others; Emotional Maturity
- **Advancing Our Mission & Cause:** Change Leadership, Engaging Community, Volunteerism

QUALIFICATIONS:

- Bachelor's degree in business or human resources, including at least 2 years of experience in all aspects of payroll and benefits administration, or the equivalent in related education and work experience.
- Knowledge and professional experience in planning and policy, talent recruitment and management, compensation, benefits, training and staff development, and regulatory compliance.
- Experience with creating excel spreadsheets, and entering and analyzing data.
- Motivated self-starter with the ability to prioritize, work independently, maintain accuracy, and meet deadlines in a fast-paced environment.
- Excellent interpersonal and problem-solving skills; unyielding attention to detail; strong organizational skills.
- Maintains strong ethics, with a demonstrated history of honest and lawful conduct.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Proficiency in business and human resources-related computer applications, which may include talent management systems, time and attendance systems, etc. and/or willingness to learn.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- The employee is regularly required to use hands and fingers to operate a computer for extended periods and to communicate via email, phone, and mobile device.
- The employee is frequently required to sit, reach, and move throughout the work environment.
- The employee may occasionally be required to lift and/or move items up to 20 pounds.
- Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is typically moderate.

SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's name Employee's signature

Today's date: _____