



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **HR Generalist**
FLSA Status: Exempt
Status: F/T
Reports to: Staff Accountant

Department: Management

Revision Date: 04/02/2026

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 HR Generalist reports to the Staff Accountant. The incumbent will be responsible for leading Human Resources and providing support for Finance. The HR Generalist will work collaboratively and across multiple departments to help increase organizational effectiveness, ensure successful mission delivery through programs and services, as well as provide exceptional member and employee experience.

ESSENTIAL FUNCTIONS:

1. Lead all recruitment and new hire activities such as screening applications, interviewing potential new hires, calling references, extending job offers, new-hire paperwork, onboarding, orientation, ongoing training, and securing employee records.
2. Advance employee engagement and retention efforts by conducting stay interviews, employee appreciation efforts, birthday and anniversary celebrations, exit interviews, etc.
3. Collaborate with managers to work through employee concerns.
4. Manage employee benefits by processing paperwork, working with insurance representatives, researching new and existing benefits, conducting benefits meetings with all full-time employees, paying monthly bills, etc.
5. Assist the CEO in support of the Capital Campaign (i.e., processing pledges and payments, generating thank you letters, creating reports, etc.).
6. Provide support for payroll processing and other accounting activities for the Staff Accountant.
7. Assist with special operational projects as needed
8. Attend all required meetings and trainings
9. Complete annual youth abuse prevention training and other related trainings
10. Perform all other duties as assigned

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

SIDNEY-SHELBY COUNTY YMCA

300 E. Parkwood Street
Sidney, OH 45365
(937) 492-9134
www.sidney-ymca.org

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Minimum of an associate degree and/or a minimum of 2 years' experience in business and/or HR work.
2. Must be able to comply with all background requirements and meet acceptable standards.
3. Proficiency with computers, including Outlook, Word, Excel, Power Point, Adobe Acrobat, Project Management software, and Social Media web platforms.
4. Expert level written and verbal communication skills
5. Ability to work in a fast-paced environment and meet deadlines.
6. Mathematical aptitude.
7. Proof-reading skills.
8. Ability to work independently as well as part of a team.
9. Maintain confidentiality.
10. Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
11. Highly dependable and emotionally mature
12. The ability to establish and maintain positive, authentic relationships with staff, volunteers, members and community is essential.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment includes but is not limited to being in an office setting, working with a computer, copier, phone and other office equipment and materials. The employee frequently is required to sit or stand at a work station, reach, and must be able to move around the work environment to meet with other staff. 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: _____