



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **HR & COMPLIANCE COORDINATOR**
Leadership Level: Leader 7
Status: F/T
Reports to: Senior Director of Human Resources

Pay Range: \$40,000+
FLSA Status: Exempt
Department: Admin
Revision Date: 3/21/2022

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Human Resources Coordinator provides support to the Senior Director of Human Resources in the areas of policies and procedures, compensation/benefits, payroll, organizational development, safety and health, training, recruitment, and employee services.

ESSENTIAL FUNCTIONS:

- Assists with talent management, including staff training and leadership development, retention, recognition, employee communication and career development
- Interviewing or screening potential applicants regarding their skills, experience, and education
- Contacting references and performing background checks on applicants
- Conducting or helping with employee onboarding and work authorization compliance.
- Develops and maintains appropriate systems of record keeping, reporting, and monitoring necessary to comply with current human resource laws and regulations regarding all areas of involvement.
- Supports Senior Director of HR with performance management and appraisal programs
- Assist with tracking of ongoing administration of benefits and annual open enrollment
- Coordinates training sessions, meetings, and special events
- Assists with and prepares compliance and regulatory-related correspondence
- Assists with all internal and external HR related inquiries or requests
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and ensures programs and employees files always remain compliant
- Assists with licensing applications and inspections for all licensed childcare programs
- Conducts internal on-site inspections and audits quarterly at licensed program sites
- Executes all tasks with an emphasis on accuracy and precision, while completing the required volume of work
- Conducts business in a cheerful, professional, and efficient manner
- Contributes positively to the branch, organization, and mission
- Assist in ad-hoc HR projects such as collection of employee feedback
- Ensures the effective utilization of plans related to HR programs and services. Resolves benefits-related questions.
- Performs other duties as assigned

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Knowledgeable about office processes and procedures.
- Three to five years related admin experience.
- Admin experience in a non-profit setting preferable.
- Experience working with child-care and youth development, preferably licensed programs.
- Proficient in all standard business software and strong working experience in Excel and reporting.
- Ability to work with integrity, discretion, and a professional approach.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Strong written and verbal communication skills.
- Successful completion of background and training requirements as stated by Licensing Division under Virginia Department of Education.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of the job, the employee is regularly required to use a computer for extended periods of time and able to communicate using a computer and phone/smart device.
- The employee is required to sit and reach frequently and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee Name

Employee Signature

Date