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## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Senior Director of Human Resources  
Leadership Level: Multi-Team Leader  
Status: F/T  
Reports to: CEO

Pay Range: \$65,000-\$75,000  
FLSA Status: Exempt  
Department: Admin  
Revision Date: 3/14/2023

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### POSITION SUMMARY:

The Piedmont Family YMCA is currently seeking an experienced, passionate, and cause-driven leader for Senior Director of Human Resources at Piedmont Family YMCA. The Senior Director of HR oversees the development and implementation of talent management/human resources policies, plans, and services, including recruitment, selection, risk management, employee benefits, compensation, employee relations, diversity and inclusion, employment practices and procedures, employee communications and events.

### ESSENTIAL FUNCTIONS:

1. Plans, designs, and implements employee benefits programs, policies/handbook, and procedures. Ensures programs are responsive to employees' needs, are cost effective, and comply with law and regulation.
2. Provides support to senior leadership and management on matters of reinforcing culture, setting goals, developing policy, and implementing strategic objectives. Aligns organizational structure, roles, and responsibilities to achieve goals.
3. Reviews, updates, and/or develops internal control systems for the YMCA and oversees internal audits which check for compliance on a variety of policies and standards. Provides recommendations for improvement.
4. Identifies key performance indicators for the YMCA's talent management plan and for tracking strategic plan objectives to include workforce planning, recruitment, development, employment, and retention.
5. Provides appropriate counsel on employee relations matters (e.g. coaching and disciplinary matters) to various departments and employees. Consults with senior leadership on matters of high risk and significance. Interprets, advises and makes recommendations on all HR personnel issues, providing research and supporting evidence to demonstrate analysis into applicable policies.
6. Reviews compensation plans, classification changes, policies, and procedures regularly for equitable practices and compliance.
7. Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements. Provides recommendations for employee policies/handbook revisions as needed.
8. Develops, implements, and monitors risk management strategies including reviewing YMCA insurance policies for appropriate coverage and pricing, and reviewing all contracts for compliance of established insurance requirements to eliminate the assumption of unnecessary risks.
9. Recommends actions for review by coordinating with senior leadership and staff; inspecting sites of injuries or accidents; identifying hazards for reduction or elimination; and completing accident investigations.
10. Serves as chair of internal Risk Management committee.
11. 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:

- Bachelor's degree in business, finance, HR or equivalent; SHRM-CP or SHRM-SCP preferred.
- Five (5) or more years of substantive experience in HR management.
- Knowledge of computer systems, including experience with system selection, new system implementation and project management.
- Understand HR laws, and experience with compensation, benefits, and performance review processes and best practices.
- Demonstrated conflict management and resolution skills that include identifying the true source of employee conflicts, addressing them, and teaching a team of leaders how to best move forward.
- Understanding of DEI and how to move the Y to a more diverse workforce at all levels of the organization.
- Highly organized with excellent attention to detail required.
- Previous experience with effectively managing a team, preferably at a non-profit organization.
- Commitment to the YMCA character development values of caring, honesty, respect, and responsibility is required.

## WORK ENVIRONMENT & PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- 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

Date: \_\_\_\_\_