



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **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.

Join us and help transform lives!

Now Hiring:

Human Resources Generalist

*****Open to Internal Candidates Only*****

Wage:

Annual salary: \$36,000 – \$45,000 (based on Experience)

Dates & Hours:

M-F 8am-5pm, hours vary based on Association needs

Location(s):

Association Office – Downtown Milwaukee YMCA

Responsibilities:

- Coordinate the implementation of Human Resources services, policies, and programs through professional and thorough assistance to supervisors and employees
- Guide supervisors through employee hiring, position and pay changes, administration of promotions and corrective actions, and separations
- Ensure that all employee documentation, paperwork and data entry is accurate and confidential while providing support to employees on usage and interpretation of the employee handbook, human resource policies, and guidelines
- Manage investigations, assisting with corrective actions, performance improvement plans and separations
- Collaborate with the core service areas to identify staff resource requirements to ensure the most effective and efficient methods are utilized to deploy and secure top talent
- Lead and/or assist with the employee recruitment and acquisition strategies to include job postings, external advertising, applicant screening, interviewing, tracking, background and reference checks
- Ensure positions and job descriptions are accurate, evaluated, updated and market priced on a consistent basis
- Assist the Human Resources Manager with ensuring HRIS confidentiality, database integrity, system architecture and self-service functionality

Qualifications:

- Bachelor's Degree in Human Resources Management or equivalent field experience required
- A minimum of 3 years of HR Generalist experience including demonstrated experience in employee relations; Human Resource certification is recommended.
- Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of work with the YMCA

Benefits:

- 12% Fully Paid Retirement Plan (following 2 year vesting period)
- 403b Retirement Savings Plan
- Comprehensive Health/Dental/Life Insurance
- Supplemental Insurance Options
- Free Individual Membership or Household Membership to all YMCA Locations
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

Deadline: August 9, 2018

Apply Online: <https://apply.ymcamke.org>