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## **Human Resources Generalist** **Dow Bay Area Family YMCA** **225 Washington Ave, Bay City, MI 48708**

**Reports To:** Chief Human Resources Officer (CHRO)

**Status:** This is a full-time, salaried position generally performed during standard weekday business hours. As an exempt position, work hours may vary based on organizational needs, including occasional early mornings, evenings, or weekends to support recruitment activities, employee meetings, training, or operational priorities.

### **Position Summary**

The Human Resources Generalist supports the work of the YMCA, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. This position supports the daily operations of the Human Resources function by managing recruitment, employee lifecycle processes, compliance, payroll coordination, employee engagement initiatives, and HR administrative systems. The role works collaboratively with leadership to ensure consistent application of policies, compliance with employment laws and organizational standards, and a positive employee and volunteer experience across all departments.

### **Essential Functions**

#### **Talent Acquisition, Onboarding & Employee Lifecycle Management**

- Manage full-cycle recruitment, including position postings, applicant screening, interview coordination, and offer preparation.
- Partner with hiring managers to identify staffing needs and improve recruitment processes.
- Coordinate and facilitate new employee orientation.
- Oversee onboarding and offboarding processes to ensure compliance and a positive transition experience.
- Conduct new-hire check-ins and support employee retention efforts.
- Manage performance appraisal processes and coordinate exit interviews.
- Coordinate and attend hiring events as needed.

#### **HR Operations, Compliance & Recordkeeping**

- Maintain compliance with federal, state, and local employment laws and organizational policies.
- Ensure accurate maintenance of employee records, I-9 documentation, certifications, background checks, and required acknowledgements.
- Monitor employee certifications, licenses, and credentials to ensure compliance.
- Maintain HRIS data accuracy and generate reports as needed.
- Process employee status changes, new hires, terminations, and related payroll documentation in accordance with established deadlines.
- Support biweekly payroll processing and related administrative functions.
- Maintain employee handbook updates and HR documentation.
- Participate in accreditation or compliance initiatives, including child abuse prevention standards.

#### **Employee Relations, Culture & Engagement**

- Serve as a resource to employees and supervisors regarding policies, procedures, and workplace concerns.
- Support leadership in addressing performance, conduct, and employee relations matters in a consistent and compliant manner.
- Assist in the application of progressive discipline processes.

- Coordinate employee recognition programs, appreciation events, and engagement initiatives.
- Conduct regular staff and department check-ins to support employee engagement, identify concerns early, and provide guidance on HR policies, procedures, and available resources.
- Administer employee surveys and compile results for leadership review.
- Identify opportunities to improve HR processes and employee experience.

### **Benefits & Leave Administration**

- Coordinate benefit enrollment for new hires, status changes, and offboarding.
- Assist with open enrollment activities and benefit communication.
- Support administration of leave programs including FMLA, ADA accommodations, workers' compensation, and return-to-work processes.

### **Volunteer Program Support**

- Oversee volunteer onboarding processes, including background checks, required documentation, and compliance requirements.
- Maintain accurate volunteer records and support volunteer engagement and retention efforts.

### **Department & Organizational Support**

- Provide administrative and operational support to the Human Resources Department and organizational leadership as needed.
- Provide functional oversight and mentorship to Human Resources interns, including project assignment and review of work.
- Support cross-departmental initiatives requiring HR coordination.
- Participate in special projects and assignments as directed by the CHRO.

### **Qualifications**

- Bachelor's degree in Human Resources, Business Administration, or related field preferred; equivalent experience considered.
- Minimum of three (3) years of progressive human resources experience preferred.
- Experience in recruitment, onboarding, employee relations, and HR compliance required.
- SHRM-CP, SHRM-SCP, PHR, or SPHR certification preferred.
- Supervisory experience preferred.
- Experience working in a multi-department or nonprofit environment preferred.
- Strong understanding of employment laws, HR best practices, and confidentiality standards.
- Experience with HRIS platforms and payroll systems.
- Proficiency in Microsoft Office and Google Workspace applications.

### **Knowledge, Skills & Abilities**

- Strong organizational and time management skills with the ability to manage multiple priorities.
- High level of accuracy and attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Strong interpersonal, written, and verbal communication skills.
- Ability to analyze processes and implement improvements.
- Demonstrated ability to work collaboratively in a team environment.
- Commitment to providing high-quality internal customer service.

### **Compensation & Benefits**

Starting salary range from \$45,000. Eligible for full-time benefits package including Medical, Dental, Vision, Life Insurance, Short-Term Disability, Flexible Spending Account, YMCA Retirement Fund, Paid Time Off, Paid Sick Time, Paid Holidays, and a FREE YMCA Household Membership.

### **How to Apply**

Apply online at <https://www.ymcabaycity.org/2026/02/13/human-resources-generalist/> or submit a cover letter and resume to [rengland@ymcabaycity.org](mailto:rengland@ymcabaycity.org). Applications will be reviewed on a rolling basis until the position is filled.