



SILVER BAY

Conference and Family Retreat Center on Lake George

Position: Human Resources Director

About Us:

The Silver Bay YMCA Conference & Family Retreat Center was founded in 1902 and is located within the Adirondack Park in Silver Bay, NY. Its 700-acre campus along one mile of Lake George shoreline offers a wide breadth of programs for all people and ages. Silver Bay YMCA presently employs 50 full-time staff members plus a seasonal staff of 200. Silver Bay YMCA is consistently ranked one of the top ten family reunion sites in the country and is on the National Register of Historic Places with the U.S. Department of the Interior. As a mission-based organization, Silver Bay YMCA offers a broad range of community outreach programs, including Vacations Made Possible, our Military R&R Program, Open Pathways, our Cancer Respite Program, Pastoral Respite and other programs that support the local community and region.

Mission:

The mission of Silver Bay YMCA is to foster a lifelong sense of belonging, strengthen relationships, and nurture spirit, mind, and body for all.

Desired Impact:

Because of Silver Bay YMCA, personal and family bonds are stronger. People are more connected, respectful, and caring; have the confidence to develop to their fullest potential; and impact the communities in which they live. Inspired by the beauty of the landscape at Silver Bay, they become better stewards of the environment.

Position reports to:

CEO

Classification:

Full Time/Exempt

Salary and Benefits:

Salary commensurate with experience. Excellent benefit package includes a 10% contribution towards retirement and a generous paid time off policy.

Application Deadline:

Applications accepted until the position is filled. Interviews for qualified applicants will begin immediately.

General Function:

The Human Resources Director at Silver Bay YMCA serves on the CEO's senior leadership team and oversees the development and implementation of talent management/human resources policies, plans and services, including screening, recruitment, selection, training, retention, legal compliance, employee benefits, compensation, employee relations, diversity and inclusion, employment practices and procedures, employee communications and events. The successful candidate is highly collaborative and solution-based, supporting the broad needs of both internal and external customers. He/she has a passion to be part of and help drive a positive, can-do culture focused on continuous improvement.

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. 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.



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Qualifications:

- Bachelor's degree in business, human resources or equivalent experience.
- 3-5 years of professional experience in all aspects of human resources management and staff development and/or equivalent combination of education and experience.
- Knowledge and professional experience in planning and policy, talent management, selection, compensation, benefits, training and staff development, employee relations and performance management.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Current knowledge and understanding of regulations, industry trends, current practices, new developments and applicable laws regarding human resources.
- Current knowledge and understanding in the recruitment of international students.
- Proficiency in business and human resources-related computer applications, which may include talent management systems, time and attendance systems, etc.
- Senior human resources certification (SPHR or equivalent) preferred.

Principle Activities:

- Creates a vibrant cause-centered culture for staff and volunteers.
- Provides leadership and consulting support to executives and management on matters of reinforcing culture, setting goals, developing policy and implementing strategic objectives.
- Together with the senior leadership team, fosters the development of staff and volunteers at all levels in the organization by engaging in ongoing feedback and coaching, creating succession plans, and providing resources and support for informal and formal learning at all levels.
- Creates organizational policies and structures that remove barriers and foster equity and inclusion for all.
- Develops and maintains performance management, safety and appraisal programs. Aids employees and supervisors with questions and workplace problems.
- Oversees compensation and benefit programs, including job description and classification, salary structure and salary adjustments.
- Remains current with employment laws and regulations. Maintains an effective program of compliance with laws and regulations related to human resources and manages relationships with compliance agencies.
- Oversees and maintains HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization. Ensures timely and accurate submission of data requested by the EEOC, Department of Labor, etc. as applicable.
- Develops staffing strategies and implementation plans and programs. Identifies and cultivates appropriate and effective sources for candidates for all levels of jobs.
- In coordination with applicable leaders, handles disciplinary issues in a thoughtful manner consistent with established policies, regulations and best practices.
- Oversees and coordinates the summer staffing, known as the Emp Program, which includes: the recruitment of a diverse community of college students, international students, professionals, young professionals and retired individuals; the review of applications and placement of staff in consultation with department heads; the issuance of employment agreements; the administration of salaries and performance evaluations; and the residence halls.
- Acts as directors' representative at Emp Campus Life meetings and supports the work of the Emp program team leader in providing programs and activities for the Emp community.
- Supervises selected Emp staff whose primary responsibilities are serving the Emp community such as: Emp program team leader, residence hall assistants and international coordinator.

Please Submit Resume
& Cover Letter to:

mpetteys@silverbay.org