



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MARSHFIELD AREA YMCA, INC. Job Description

Job Title: **Human Resources Director**

Class: **Full-time; Exempt**

Job Location: **Marshfield Clinic Health System YMCA-Marshfield Center**
410 W McMillan St, Marshfield WI, 54449

Reports to: **President/CEO**

Salary Range: **\$49,000-\$56,000**

WHY JOIN THE YMCA TEAM:

When you work for the YMCA, you're part of a cause-driven organization committed to strengthening community and supporting personal growth. We're proud to offer a comprehensive benefits package that supports your health, well-being, and professional success:

- Comprehensive medical, dental, and vision coverage, plus life insurance and mental health resources
- Complimentary YMCA membership (a \$1,000+ annual value)
- Retirement plan with employer contributions (upon eligibility)
- Generous paid time off and holiday pay
- Professional development through Y-USA's national learning programs
- Discounts on YMCA Child Care (subject to availability)
- Reduced rates for YMCA programs

POSITION SUMMARY:

At the YMCA, people are at the heart of everything we do. The Human Resources Director provides strategic leadership for all human resource functions, ensuring that our staff are supported, engaged, and equipped to serve our members and community. This role leads the development and execution of HR strategies that align with the YMCA's mission and organizational goals.

Working closely with the CEO and leadership team, the Human Resources Director advances a workplace culture where employees feel valued, respected, and connected to purpose. This position serves as a trusted advisor to leadership and a resource for staff, guiding the organization in building strong systems for recruitment, development, engagement, and retention.

From attracting and onboarding mission-driven employees to supporting supervisors with coaching, performance management, and employee relations, the Human Resources Director ensures a consistent, equitable, and positive employee experience. The role oversees HR policies, benefits, compliance, and professional development initiatives while maintaining alignment with employment laws and best practices. By fostering a supportive and inclusive work environment, the Human Resources Director helps ensure the YMCA remains a place where employees thrive and the mission of strengthening community continues to grow.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or a related field preferred
- 3+ years of progressively responsible human resources experience, including leadership or supervisory responsibilities
- Demonstrated knowledge of human resource practices including recruitment, employee relations, performance management, and benefits administration
- Working knowledge of federal and state employment laws and regulations

- Experience developing, implementing, and interpreting personnel policies and procedures
- Strong interpersonal and communication skills with the ability to build trust and maintain confidentiality
- Ability to coach and support supervisors in addressing employee concerns and performance issues
- Strong organizational and problem-solving skills with the ability to manage multiple priorities
- Experience supporting a positive workplace culture focused on teamwork, respect, and accountability
- Proficiency with HR information systems, payroll systems, and standard office software
- Professional HR certification (SHRM-CP, SHRM-SCP, PHR, or similar) preferred but not required
- Experience working in a nonprofit or mission-driven organization preferred
- Commitment to the YMCA's mission and values of youth development, healthy living, and social responsibility

ESSENTIAL FUNCTIONS:

Strategic Leadership & Organizational Alignment

- Lead the development and execution of the YMCA's human resources strategy aligned with organizational goals
- Serve as a strategic advisor to the CEO and leadership team on workforce planning, organizational development, and culture initiatives
- Evaluate HR practices and systems to ensure they effectively support organizational growth and sustainability

Mission-Aligned Recruitment and Hiring

- Champion recruitment strategies that reflect organizational values and community impact
- Integrate behavioral-based interview practices that assess alignment with YMCA core values and culture
- Train hiring managers on values-based interviewing and effective candidate evaluation
- Oversee and ensure compliance with employment laws and ethical hiring standards
- Oversee the accuracy and integrity of employee records within HRIS, payroll, and timekeeping systems

Workforce Development and Engagement

- Oversee onboarding, performance management, and retention strategies that support employee success
- Align staff development initiatives with strategic goals and community impact
- Ensure employee training and compliance requirements are timely, relevant, and mission-centered
- Design and implement learning and development strategies that promote growth and advancement
- Champion equitable access to development opportunities for all staff

Talent Management

- Lead workforce planning efforts to ensure staffing levels meet program and operational needs
- Support career pathway development and internal promotion strategies
- Provide leadership and guidance on performance improvement plans and corrective action processes

Benefits and Wellbeing

- Administer competitive and equitable benefits programs aligned with organizational values
- Oversee open enrollment processes with clear and supportive staff communication
- Evaluate and recommend benefit offerings that support physical, mental, and financial wellbeing
- Implement strategies that improve employee engagement and reduce burnout
- Educate staff on total compensation and benefits value

Workplace Inclusion

- Partner with leadership to embed diversity, equity, and inclusion principles into policies and workplace culture
- Ensure fair and consistent application of policies across all employee groups
- Review benefits and workplace practices to ensure inclusivity across diverse employee needs

Employee Relations & Conflict Resolution

- Provide impartial guidance and facilitation in workplace conflict situations
- Coach supervisors on addressing performance and behavioral concerns constructively
- Promote a respectful, inclusive, and solutions-focused work environment

Compliance & Organizational Health

- Oversee and ensure organizational compliance with federal, state, and local employment laws and regulations
- Lead HR-related audits, reporting, and risk management practices
- Monitor background screening and child protection standards
- Ensure accurate, confidential, and compliant maintenance of employee records

Compliance & Professional Development

- Ensure personal compliance with YMCA policies, procedures, and safety standards
- Obtain and maintain required certifications and participate in ongoing professional development
- Model YMCA values in all interactions and decision-making

WORKING CONDITIONS & ENVIRONMENT:

- This position is based in a community-centered YMCA facility with regular interaction with staff.
- Work is performed in a fast-paced, people-focused environment and involves managing multiple priorities, responding to employee needs, and making timely decisions.
- The role requires the ability to communicate effectively and respond appropriately to situations involving staff and program volunteers.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

APPLICATION PROCESS:

Interested applicants are invited to submit a resume and cover letter by May 22, 2026 to jnystrom@mfldymca.org. Please indicate position applying for in the subject line of your email.

All offers for employment with the Marshfield Area YMCA, Inc. are contingent upon the candidate having successfully completed a criminal background check. We will consider people with criminal histories in a manner consistent with the requirements of applicable local, state, and Federal laws.

The Marshfield Area YMCA, Inc. is an Equal Opportunity Employer committed to valuing diversity and practicing inclusion.

We provide our employees with a robust employee benefits plan that focuses on the mental and physical wellness of our team. We strive to offer a flexible work environment that allows our team members to be productive in both their work and home lives.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment.