

Human Resources & Wellness Manager

The Y of Central Maryland is a charitable organization dedicated to developing the full potential of every individual through programs that build healthy spirit, mind and body for all. Health & wellness services and programs, youth and adult sports, camps, pre-school (inclusive of Head Start) and enrichment before and after school programs are delivered through ten Family Center Ys, and approximately 80 other locations throughout Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties. Our programs and services are not viewed as ends in and of themselves but rather as a means to a larger end: to connect families and individuals to each other and the community, to help children, youth, adults and seniors live more productive, healthy and engaged lives. We are open to all and actively fundraise to support financial aid for anyone who can not otherwise afford our services. The Y is the largest private provider of child care and health and wellness programs and services in the state and as such has a tremendous opportunity to have a true community impact. We look for staff and volunteers who are energized by this idea and want to work in an environment where helping others is expected, rewarded and encouraged.

POSITION SUMMARY:

Develops, implements and manages key initiatives in areas of responsibility consistent with the Y's overall strategic plan and vision, which will allow the Y to fulfill its stated strategic imperative of becoming an "Employer of Choice with an Exceptional Culture." Responsible for supervising the creation, implementation, and management of our wellness initiatives. The Wellness Specialist will support all wellness initiatives including but not limited to: program design, partnering with state and local agencies, communications and marketing, outcome measurement and reporting.

ESSENTIAL FUNCTIONS:

Human Resources Function:

- Exercises the usual authority of a manager concerning one or more of the following areas - staffing (including hiring and termination decisions), performance appraisals, promotions, salary recommendations, employee counseling, ER, training, benefits, compensation, policy interpretation and problem solving. Develops and implements employment and employee relations policies and procedures that are consistent with strategic management policies.
- Ensures that all policies, programs and candidate selections are carried out in accordance with the Equal Employment Opportunity Policy, reporting requirements and State and Federal laws.
- Develops strategies to deal effectively with management/employee relations issues as they arise.

- Develops educational and training strategy to build supervisory knowledge of employee relations for consistent interpretation of policies to prevent employee relations problems.
- Ensures that management is responsive to the needs of the employees without jeopardizing the Y's interest.
- Provides consultation to managers and employees on employee relations issues, Human Resources policies, procedures, standards, laws and regulations. Reviews complaints and documentation, conducts investigations, recommends solutions and counsels staff on the performance management program.
- Researches and responds to routine questions related to compensation, benefits, recruitment, retention and payroll. Where situations require technical assistance, consult with the appropriate specialist(s).

Wellness Function:

- Assess population needs to develop appropriate Wellness programming based on feedback from employees, client contacts and other stakeholders. This may include: employee health and productivity programs, workshops and seminars, teams and leagues, runs/walks, wellness fairs and special events.
- Coordinate and manage all Wellness programs and services by partnering with the Y professional within the wellness facility including but not limited to: group fitness, massage therapy, nutrition counseling, and personal training.
- Responsible for Wellness Program budgets – create a budget, report on budget variances, and forecast actual expenses.
- Responsible for Wellness program reports ie, utilization, statistics, and satisfaction
- Responsible for Wellness related communications by partnering with the marketing department(e-mails, posters, screen messaging, desk-drops, wellness website, etc),

WORKING CONDITIONS:

- Normal office environment; regular work on a personal computers
- Regular travel to community partners, local Y centers, meetings and events outside of the office

REQUIRED SKILLS:

- Strong experience in one or more one or more HR disciplines such as ER, training, benefits, compensation, recruitment, policy interpretation and problem solving.
- Good knowledge of laws and regulations governing employment and employee relations practices.
- Ability to work effectively with all levels of management up to and including Sr. Management.
- Ability to objectively coach managers and employees through complex, difficult and emotional issues.
- Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations
- Good decision making skills, including the ability to negotiate, counsel, advise and influence managers.
- Ability to interpret the Human Resources policies and procedures and to guide management in their application and implementation.
- Strong experience with event management, particularly in a corporate environment, budget management, metric management and reporting.
- Excellent customer service, communication, and organizational skills.
- Ability to work effectively with minimal supervision and in a fast-paced environment.
- Ability to maintain confidentiality.
- Proven analytical skills to compare, evaluate and develop recommendations.
- Strong leadership ability.
- Proven negotiation and influence skills.
- Strong verbal and written communication skills.
- Strong organizational and attention to detail skills.
- Effective judgment/decision making skills.
- Strong knowledge of personal computer applications, including Word, Excel, PowerPoint, and internet software. Knowledge of a learning management system is preferred.

REQUIRED EXPERIENCE:

A bachelor's degree in Health Promotion, Health Education, or a related field is preferred, along with three years of work experience in Human Resources/Organizational Behavior or a related field.

Work in an environment where helping others is expected, rewarded and encouraged. To apply, please visit us on line at www.ymaryland.org/employment. EEO