



# Employment Opportunities Bulletin

“We build strong kids, strong families, and strong communities!”

## Full-Time Positions

To apply for a position within the YMCA of Greater Grand Rapids, please submit your resume to [jobs@grymca.org](mailto:jobs@grymca.org) or fill out an online application at [www.grymca.org](http://www.grymca.org).

While email resumes and applications are preferred, you may also submit a resume via fax at 616 855-9601 or via mail to the following address:

YMCA of Greater Grand Rapids  
475 Lake Michigan Dr  
Grand Rapids, MI 49504

The YMCA of Greater Grand Rapids is an equal opportunity employer.



Amy Saunders-Ferriell  
Vice President of  
Human Resources

Johanna Wilberding  
Human Resources  
Director





## YMCA Branch Locations

**“We build strong kids, strong families, and strong communities!”**

### **Camp Manitou-Lin**

1095 Briggs Road, Middleville, MI 49333

### **Corporate Offices**

475 Lake Michigan Dr, Grand Rapids, MI 49504

### **David D Hunting YMCA**

475 Lake Michigan Dr, Grand Rapids, MI 49504

### **Southeast Family YMCA**

730 Forest Hill SE, Grand Rapids, MI 49546

### **Ionia County YMCA**

250 E. Tuttle PO Box 68, Ionia, MI 48846

### **Lowell YMCA**

1335 Main Street, Lowell, MI 49331

### **Visser Family YMCA**

3540 Fairlanes SW, Grandville, MI 49418

### **Wolverine World Wide Family YMCA**

6555 Jupiter Avenue, Belmont, MI 49306

## Full-Time Employee Benefits

*As a full time (40 hours a week) YMCA employee you receive the following benefits. All benefits are subject to eligibility requirements as outlined in the Employee Handbook and are subject to change at any time.*

- YMCA Membership
- Holiday Pay
- Generous Paid Time Off (PTO)
- Medical Insurance
- Dental Insurance
- Vision Plan
- 8% Retirement Fund
- Short-Term Disability
- Long-Term Disability
- Life Insurance
- Supplemental Life Insurance
- Free or reduced pricing on YMCA programs

## Human Resources Generalist

<b>Branch</b>	Corporate
<b>General Function</b>	The Human Resources Generalist will administer the Associations Benefit program and ensure legal and regulatory compliance. Specific responsibilities will include compliance with licensees, registration and state and federal reporting; assistance with recruiting of employees and volunteers, managing the Kronos and Success Factors systems, training, and assisting with recruiting and HR projects as assigned.
<b>Know How</b>	Bachelor's degree (B. A.) from four-year college or university, three to five years experience as a human resources generalist or equivalent combination of education and training. Demonstrated leadership in the development and implementation of compensation/benefit administration as well as proven facilitation and training skills. Ability to interact and build rapport with people from all ethnic backgrounds, ages, and lifestyles and maintain employee / Association confidentiality. Working knowledge of computers and experience with a variety of software applications. Promotes and supports the YMCA's core values of Caring, Respect, Responsibility and Honesty. Not for Profit Management experience preferred
<b>Reports To</b>	Human Resources Director
<b>Status</b>	Full time; exempt; \$36,000 - \$42,000
<b>Posted</b>	2/11/2010
<b>Position Update</b>	<i>Accepting Applications</i>