



**GILDA'S  
CLUB  
GRAND  
RAPIDS**

An Affiliate of the  
**CANCER SUPPORT COMMUNITY**

**BOARD OF DIRECTORS**

Michael Bohnsack  
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**PRESIDENT**

Wendy J. Wigger

**Gilda's Club Grand Rapids  
Position Description**

**Date:** November 2021  
**Position:** Human Resource Generalist  
**Reports to:** Vice President of Finance and Corporate Operations  
**Classification:** Part-time (Average estimated 10-15 hours/week; Monday through Friday with the ability to flex as needed.)

**Position Overview**

The Human Resource Generalist is responsible for providing staff focused service while achieving HR goals, objectives, oversight, and coordination of the daily operations of Gilda's Club human resource area. This includes but is not limited to, recruitment and onboarding of new employees, maintaining employee records (e.g., performance reviews, other), supporting and maintaining strong employee relations, and payroll functions (e.g., efficient recording and delivery of wages, wage adjustments). The HR Generalist will oversee employee/organization benefit plan and ensure adherence to HR policies, procedures, and benchmarks. This position reports to the V.P. of Finance and Corporate Operations and works closely with employees, team managers, and executive leadership team throughout the organization.

**Minimum Job Requirements:**

- Minimum of a bachelor's degree in human resources management, business administration or related field from an accredited institution or Professional certification
- 5-7 years' experience in similar position
- Previous work experience with a non-profit organization preferred
- Excellent leadership, listening, verbal, and written communication skills
- Strong organizational, analytical and project management skills
- Broad generalist background including on-boarding, coaching, performance management and employee involvement, as well as compensation and benefits and HR policies and procedures
- Ability to work flexible hours, as position demands
- Proficiency in MS Word, and Excel is essential, PowerPoint is a plus

**Personal Characteristics Required:**

- A hard worker with a high energy level who is organized, detail oriented and able to handle many things at once.
- A motivated self-starter of integrity who is committed to service and excellence.

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CLUBHOUSE**

1806 Bridge St. NW  
Grand Rapids, MI 49504

**LOWELL CLUBHOUSE**

314 South Hudson St.  
Lowell, MI 49331

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616.453.8300  
gildasclubgr.org  
info@gildasclubgr.org



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- A team player who is flexible and able to complement the team of staff and volunteers currently in place.
- Trusted individual with ability to maintain high level of confidentiality
- Emotionally mature and self-confident person, with sound judgment and a good sense of humor.
- Compassion for people living with cancer and capacity to discuss cancer as a part of life either with members or volunteers.

**Physical and Mental Requirements include being able to:**

- Lift up to 30-35 pounds and carry
- Use hands to type reports as needed on the computer or typewriter.
- Use voice to speak on the telephone.
- Successfully handle the social and emotional demands of the job.

**Position Responsibilities:**

This position will include, but is not limited to, the following job functions:

**1) Employee recruitment/on-boarding and off-boarding**

- Manage recruiting and hiring process including:
  - Posting for open positions, resume review, interview scheduling
  - Completing job offer, background checks and drug test, and following up for orientation
  - Compile onboarding materials, benefit enrollment and set up in Paycor
  - Coordinate onboarding process with all other departments as needed
- Assist with employee termination processing including termination letter, exit interview, calculating PTO payout, and updating Paycor

**2) Manage employee/organization benefit plan**

- Manage employee benefits program
  - Coordinate annual open enrollment meeting with benefit agent and staff
  - Coordinate distribution and receipt of benefit enrollment forms and communicate with Finance Department for payroll deductions
  - Monitor FSA contributions records
  - Work with benefits agent for updates to health, dental, and life/disability plans
  - Participate in 401(k) meetings
    - Respond to annual questionnaires
    - Follow up on recommendations from TPA
    - Insure proper insurance coverage rate

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- Maintain PTO records for annual changes, answer questions about PTO policy, adjust as needed
- Monitor holiday pay records in Paycor, answer questions about holiday policy

**3) Oversee employee records and performance review process**

- Coordinate annual staff performance review process and tracking with respective managers
- Maintain employee files, department records and reports
- Respond to employee verification requests
- Back up semi-monthly payroll processing as needed

**4) Ensure adherence to HR policies, procedures, and benchmarks**

- Maintain compensation benchmarking research and respond to annual salary surveys
- Develop, recommend, review, and implement personnel policies and procedures
- Update job descriptions to ensure they reflect current position responsibilities
- Stay current and maintain basic knowledge of legal requirements related to human resources related regulations and legislation, reducing legal risks and ensuring regulatory compliance
- Address unemployment correspondence and questions as they arise
- Consult on the Safety Committee as needed, for on- and off-site events

**5) Develop and sustain strong employee relations**

- Create employee surveys as needed
- Manage Years of Service acknowledgement program
- Communicate relevant HR updates in staff meetings
- Assist employees with their questions and issues

**6) Other duties as assigned**

- Communicate relevant HR updates in staff meetings
- Provide admin support for Board meetings and other projects as needed.

Knowledge of computer systems, flexibility and ability to multi-task are key characteristics needed to be successful in this position. Position responsibilities may be expanded or re-assigned based on the immediate needs of Gilda's Club Grand Rapids.

Email cover letter, resume and salary history/requirements to [jobs@gildasclubgr.org](mailto:jobs@gildasclubgr.org) No calls please.

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