



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Recruitment & Housing Coordinator

### FULL-TIME

Located in the heart of the beautiful Blue Ridge Mountains of western North Carolina in Black Mountain on a picturesque 1,200-acre campus, the YMCA Blue Ridge Assembly is a non-profit conference and retreat center. For more than a century we have hosted a diverse array of groups—churches, schools, colleges, family reunions and youth groups, among others. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 33,000 annual guests while developing a team of values-driven leaders.

Under the guidance of the Accounting/HR Specialist and the VP of Finance, this position will be responsible for all aspects of staff recruiting and development, including marketing open positions and leadership programs, designing orientation materials and training, developing recruitment, retention, and leadership development strategies, and overseeing dorm life. He/she will develop innovative strategies and implement systems designed to meet the goals of fulfilling all year-round and seasonal staffing needs, attracting values-driven leaders, and assuring that staff are passionate about providing exceptional customer service.

### QUALIFICATIONS AND SKILLS

- Bachelor's degree, preferably in human resources or business management.
- Solid experience in volunteer coordination, college or youth civic engagement, and/or event planning.
- Knowledge of J-1 visa regulations, or the ability to obtain working knowledge within 6 months of hire.
- Professional demeanor and the ability to work well with staff, volunteers, stakeholders, partner organizations and recruiting agencies. The capacity to develop and maintain meaningful relationships at various levels inside and outside the organization is essential for success.
- Excellent computer skills and proficiency with Microsoft office.
- A keen eye for talent, character, and job suitability.
- Maintain strict confidentiality relating to personnel matters and sensitive information.
- Cultivating a spirit of cooperation and teamwork throughout the organization.
- Motivation and commitment to work independently and be self-directed.
- Leadership style that is approachable, genuine and solution oriented.
- Professional image and strong written and verbal communication skills.
- Must be willing to work a flexible schedule, including weekends, evenings and holidays as needed.
- The flexibility and willingness to work in a variety of different departments while fostering a collaborative and supportive team environment.
- **Must be willing to live at the YMCA Blue Ridge Assembly's dormitory.**
- Must have a valid driver's license.

### RESPONSIBILITIES AND APTITUDES

- Closely work with all department heads and operations staff to identify and pro-actively recruit candidates to meet year-round and seasonal staffing needs.

- Develop and implement a recruiting and hiring strategy to meet year-round staffing needs, including online.
- Plan and coordinate year-round and seasonal orientation programs to ensure that all new staff possess a strong understanding of the culture, history and values of the Y and YMCA Blue Ridge.
- As **residence coordinator**, the candidate will assign residents to specific responsibilities on a weekly schedule for the care and maintenance of all public (deck and lobby) and commonly used areas, both interior and exterior. Coordinator shall give attention to the personal welfare and health of residents and will maintain careful observation, checking on the general health of each occupant in cooperation with Blue Ridge Health Services (Nurse). The coordinator will assist and cooperate in providing for the care of any staff member in the residence who suffers illness or injury.
- Remain current with employment laws and regulations. Maintain an effective program of compliance with laws and regulations relating to human resources.
- Coordinate new hire onboarding with the Finance Department by drafting staff contracts, performing background checks, procuring operations hire approval and compiling application materials in a timely manner. Create effective onboarding communications to assure smooth transition for new employees.
- Plan and coordinate international recruitment by identifying staffing needs, developing training plans, designing pre-arrival communications and orientation, and monitoring J-1 visa programs to assure they meet or exceed State Department regulations.
- Promote YMCA Blue Ridge and maintain positive relationships with colleges, visa sponsors, international YMCAs, and recruitment agencies.
- Oversee all relevant staff communications, including special events, general notices and orientation schedules.
- Coordinate local and seasonal volunteer programs, including job deployment and housing needs.

## COMPENSATION AND BENEFITS

- Salary dependent upon qualifications and experience.
- Eligible for YMCA Retirement Fund after two years: YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- **Housing in a private, furnished room. All utilities and Wi-Fi are included. Common areas include a fully equipped kitchen and dining room.**
- Free meals in our dining facilities whenever conference groups are being served.
- Free family membership to the Y of WNC, after a 90-day review period.
- Health insurance, dental, vision, LTD/STD, and life insurance. Offered after a 90-day review period.
- Eligible for Paid Time Off (23 days).

## APPLICATION PROCESS

Interested candidates should send their resumes, along with three references, to the HR/Accounting Specialist, Bruno Vandorse, at [bvandorse@yblueridge.org](mailto:bvandorse@yblueridge.org).

The application can be also submitted on the link below:

<https://blueridgeassembly.org/join/employment-application>

**Deadline to receive applications: XXX**