

RYE YMCA HR Intern

Posting Date October 24, 2023

The Rye YMCA is seeking an HR Intern to assist with HR projects and events. Assist with onboarding, employee rewards and recognition events, and any other urgent tasks. The HR Intern will work under the supervision of the HR Director. Must adhere to the Y's four core values (caring, honesty, respect, and responsibility).

- Projects such as Recruiting, Annual Goals, Performance Management, Benefits Self-Service, Training Manual, etc.
- Employee rewards and recognition events during the summer.
- Assist HR Assistant with the onboarding of new hires and rehires as well as anything that becomes urgent or needs special attention.

Qualifications Required:

- Strong communication skills (writing ability, pleasant, articulate telephone manner)
- Maturity and good judgment
- Reliability
- Attention to detail
- Basic computer skills (Microsoft office, internet)
- Interest in the mission of the Y and its community outreach work

Hours:

Flexible between 11am and 5pm Monday – Friday (10-20 hours per week)

Start Date: As soon as possible

Notes:

- The Intern will learn about human resources and the cause-driven work of the Rye YMCA
- The student's workload will be based on a 10-20-hour workweek
- Activities above will be adjusted accordingly
- A background check is required for Rye YMCA staff, volunteers, Interns and Contractors
-

For additional information, contact:

Andrea Robinson, HR Director at andrea@ryeymca.org or 914-967-6363, ext. 209.