

Job Title: Vice President of People and Cultures

Position Type: Permanent Full-time

40 hours/week, Monday to Friday & on call as needed

Salary Range: \$66,960 - \$90,000

- The posted salary range reflects a variety of experience levels and qualifications that may be considered for this position. Placement within the range will be based on the successful candidate's knowledge, skills, experience, and overall qualifications.
- Benefits include four weeks vacation per calendar year, personal days after six months, health benefits, Employee Assistance Program, and YMCA Membership.

Position Overview

- The VP of People and Cultures champions an inclusive, values-driven workplace culture where employees and volunteers feel engaged, supported, and empowered to thrive.
- The VP will be a trusted strategic partner to our senior management team, to help shape our future people, culture, and workforce strategies that enable organisational success.
- The VP is responsible for the hands-on management, coordination and performance of all human resources functions, ensuring compliance with New Brunswick Labour and other applicable legislation.
- As our YMCA continues to grow, our immediate priority is to centralize and align People and Culture functions to ensure consistency across the organization. We will also review and update existing policies and procedures to reflect organizational growth, modernization, and advancements in technology.

Duties

- Support the navigation and proper documentation of all levels of employee relations matters and workplace investigations, ensuring fair, consistent, thorough, and compliant processes from intake through to recommendations.
- Provide coaching and support to leaders on progressive discipline, performance management, accommodation requests, terminations, and other difficult situations.
- Serve as a strategic advisor to the CEO and senior leadership team on people, culture, employee relations, and organizational effectiveness to align with the YMCA mission, values, and strategic plan.
- Partner with managers to provide guidance and support in completing key HR responsibilities, including performance reviews, Performance Improvement Plans (PIPs), and other employee relations matters.
- Develop, implement, and maintain YMCA guidelines, Employee Handbook, and other policies, procedures and strategies.
- Accountable for ensuring organizational compliance with all applicable employment, labour, human rights, privacy, and workplace safety legislation, while proactively identifying and

mitigating people-related risks, along with internal YMCA policies such as Child Safeguarding and YWay Playbook.

- Hands-on utilization of Dayforce HRIS to track employee certifications, performance reviews, and other key employee records, and ensuring compliance with applicable certifications such as criminal record checks and child safeguarding training.
- Identify, research, organize and present various training, coaching and information sessions in relation to Leadership, DEI awareness, healthy workplace culture, and other employee matters.
- Foster positive employee engagement through meaningful communication, recognition and retention programs, and culture-building strategies to create an environment where staff members feel engaged, supported, and empowered to thrive.
- Create and establish meaningful metrics and KPI's to measure organization health and people outcomes.
- Provide guidance on internal immigration application processes
- Oversight of a small HR team that currently focuses on recruitment processes.
- Maintenance of Volunteer personnel records.
- Other duties as assigned.

Skills & Qualifications

- University Degree or College Diploma in Human Resources Management.
- Minimum 10 years of progressive HR experience, including talent acquisition, succession planning, performance management, leadership development, and employee engagement.
- Experience in the entire cycle of HR incidents: including the intake, investigation, credibility assessment, final decision, and resolution process.
- Excellent leadership, diplomatic, relationship-building, critical thinking, communication, and conflict resolution skills, with a demonstrated ability to handle sensitive, confidential situations and information.
- Extensive knowledge of NB employment and labour standards, occupational health and safety requirements, and human resources best practices. Working knowledge of common and case law.
- Understanding of immigration application processes, requirements, and applicable legislation.
- Proficiency in HRIS platforms (Dayforce), Microsoft Office, and other relevant business tools with demonstrated hands-on experience.
- Experience in organizing, researching and presenting various training, coaching and information sessions
- Experience in the charitable sector would be an asset.
- Flexibility to work outside regular work hours on an as-needed basis.
- A satisfactory criminal record/vulnerable sector check is required as a condition of employment.

Competencies

- **Commitment to Organizational Vision and Values:** Demonstrates and promotes a personal understanding of and an appreciation for the mission, vision, values and strategic outcomes.
- **Leadership:** Able to develop and direct performance of others and self to achieve desired results and the capacity to handle the challenges team development may present.
- **Coaching and Development:** Commits to assisting participants, volunteers, staff and self in continuous learning and self-development.
- **Integrity:** Demonstrates responsible behaviour at all times and maintains high ethical standards.
- **Relationship Building:** Works proactively to develop positive relations with participants, peers and volunteers.
- **Multitasking:** Ability to handle the demands of many competing priorities with a balance of calm and energy.

If you would like to work in a family friendly environment, send us your cover letter and resumé by email to the attention of:

Melanie Roy, Business Operations
Melanie.roy@ymcamoncton.ca

Application deadline: October 30th, 2026

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

About us

At the **YMCA of Greater Moncton**, we believe in creating spaces where everyone feels welcome, supported, and empowered to shine in their own way. As a charitable organization, we've been building healthy, vibrant, and connected communities since 1870—offering programs that inspire people of all ages, abilities, and backgrounds to grow stronger in body, mind, and spirit.

We've come a long way in 150+ years! In 2020, we proudly celebrated our milestone anniversary *and* expanded our reach with a new satellite location in Moncton's North End—bringing even more opportunities to connect, belong, and thrive.

Why Join the YMCA?

When you work at the Y, you're not just starting a job—you're stepping into something bigger. You become part of a purpose-driven team, helping children, youth, adults, and families unlock their full potential. Every role at the YMCA makes an impact. Whether you're leading programs, supporting behind the scenes, or welcoming members at the front desk, your work helps light the way for others.

Be the spark that inspires change.
Be the spark that lifts up your community.
Be the spark that helps others shine.