



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CHILD CARE DIRECTOR

Job Title: **Child Care Director**  
FLSA Status: Full Time Exempt  
Reports to: Associate Executive Director

Job Grade: 18  
Revision Date: 8/22/25  
Department: Child Care

### POSITION SUMMARY:

The Child Care Director is responsible for the leadership, supervision, financial management, and overall administration of all YMCA child care programs, including After School, Preschool, and Child Watch. This role ensures that programs are developmentally appropriate, fiscally responsible, aligned with the YMCA's mission and values, and fully compliant with licensing regulations, YMCA quality standards, and other applicable requirements. The Director supervises and provides support to the preschool teachers, after school coordinators, and the childwatch coordinator while building strong relationships with families, staff, and the community.

### ESSENTIAL FUNCTIONS:

#### Program Leadership & Compliance

- Develop, implement, and evaluate all child care programs to ensure high quality, age-appropriate, and mission-driven experiences for children.
- Maintain full compliance with federal, state, and local licensing requirements, health and safety standards, YMCA policies, and accreditation standards as applicable.
- Prepare and maintain all necessary documentation, reports, and records in accordance with regulatory and YMCA requirements.

#### Staff Supervision & Development

- Hire, train, supervise, motivate, and evaluate After School Coordinators, Preschool Teachers, and the Childwatch Coordinator.
- Provide ongoing professional development, coaching, and mentoring to staff.
- Foster a positive, team-oriented environment that encourages collaboration, accountability, and professional growth.

#### Family & Community Engagement

- Serve as the primary point of contact for families, addressing concerns, resolving issues, and fostering open communication.
- Develop strong partnerships with parents, schools, and community organizations.
- Promote YMCA programs and mission in the community, ensuring inclusion and accessibility for all.

#### Operations & Administration

- Manage program enrollment, scheduling, staffing, and daily operations.
- Develop, administer, and monitor the department budget, ensuring sound financial management.
- Track revenues and expenses to ensure financial sustainability, meeting or exceeding budget goals, and collecting program fees.
- Approve expenditures, manage purchasing, and ensure efficient use of resources.
- Provide regular financial reports and updates to senior leadership.
- Implement effective systems for communication, record keeping, and program evaluation.

#### Safety & Risk Management

- Ensure a safe, healthy, and supportive environment for all children and staff.
- Train staff on emergency procedures, child abuse prevention, and risk management policies.
- Act as the designated point of contact for all child care licensing inspections and audits, serves as the YMCA's Praesidium Guardian, and maintains Step Up to Quality training and policies.

**YMCA COMPETENCIES (Team Leader):**

**Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

- Must meet all federal, state, and local licensing and regulatory requirements for a Child Care Director.
- Bachelor's degree in Early Childhood Education, Child Development, Education, Recreation, or related field.
- Minimum of 1–2 years of progressive experience in child care or youth development, including supervisory and budget management responsibilities (preferred).
- Demonstrated knowledge of child development principles, curriculum design, and positive behavior management.
- Experience in financial oversight, budget preparation, and fiscal accountability.
- Strong leadership, communication, and interpersonal skills.
- Ability to build and maintain positive relationships with children, families, staff, and community partners.
- Current CPR, First Aid, and AED certifications (or ability to obtain within 60 days).
- Must successfully complete background checks and meet YMCA and state standards for child care staff.
- Understands and supports the YMCA mission, on and off the job.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Requires ability to work a flexible schedule including some evenings and weekends to meet program needs.
- Combination of office and program settings, with regular interaction with children, families, and staff.
- Must be able to lift up to 40 pounds and participate in active play when necessary.

**SIGNATURE:**

I have reviewed and understand this job description.

---

Employee's name

---

Employee's signature

---

Today's date