



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHILD CARE DIRECTOR JOB DESCRIPTION

Job Title: **Child Care Director**
FLSA Status: **Exempt**
Status: **F/T**
Reports to: **COO**

Department: **Child Care**

Revision Date: 9/5/18

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA child care program(s).

ESSENTIAL FUNCTIONS:

1. Manages, directs and helps to coordinate the after school enrichment programs for assigned location(s), child watch, and preschool. Ensures high quality programs and establishes new program activities. Expands programs within the community in accordance with strategic and operating plans.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and **achieve** goals.
3. Develops, manages and controls budgets related to the position. Ensures program operates within budget and that program fees are collected.
4. Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed.
5. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment that supports healthy living.
6. Develops and maintains relationships with state child care licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner.
7. Maintains proper records/department files.
8. Assists in YMCA fund raising activities when necessary.
9. Assists with Program Committee meetings.
10. Assists in the marketing and distribution of program information.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
12. Performs other duties as assigned.

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:

1. Preferred Bachelor's degree in related field or equivalent.
2. One to two years related experience preferred, as a coordinator or supervisor of child care programs.
3. Minimum age requirements may apply; for example, minimum age of 21 (define).
4. Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
5. Fulfillment of Nebraska Department of Health and Human Services Director standards and completion of YMCA program specific certifications.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
7. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____