



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA Southcoast JOB DESCRIPTION

Job Title:	Director-Child Care	Job Family:	Child Care
FLSA Status:	Exempt	Job Code:	CE 101
		Revised:	February 2015

Position Summary:

Directs the development, planning, introduction, and administration of a wide range of child care programs for a Branch through a staff of certified professionals.

Essential Functions:

- Research, evaluate, and implement child care programs of varying natures to meet the needs of the client base and community.
- Conduct periodic evaluations of programs to assure meeting established goals.
- Recruit, train, supervise and evaluate staff.
- Model the Y's healthy eating standards by ordering and consuming HEPA compliant foods and beverages during meal and snack times; and avoiding consumption of food and beverages during other program times.
- Model the Y's active living standards by engaging in games and physical activities with youth.
- Plan and implement state of the art staff development programs.
- Develop promotional and public relations efforts through print media and personal appearances.
- Initiate, maintain, and implement appropriate communications with parents/guardians to assure understanding of program goals and expectations.
- Manage, monitor and report on issues of child care safety and security.
- Prepare annual department budgets; monitor for compliance.
- Manage participant registration, attendance, mailing lists.
- Provide leadership to, and participate in, community events, YMCA campaigns, child care professional development activities.

YMCA Competencies:

Mission and Community Oriented: *Models and teaches YMCA values. Champion inclusion activities, strategies, initiatives. Ensures high level services that differentiate the YMCA from other providers. Provides staff and volunteers with orientation, training, development, and recognition.*

People Oriented: *Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Builds relationships to create small communities. Effectively tailors communications to specific audiences. Provides staff with feedback, coaching, guidance, and support.*

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JOB DESCRIPTION**

Job Title: Director-Child Care (continued)

Results Oriented: Holds staff and self accountable for high-quality results using formal process to measure progress. Conducts prototypes to support new programs and activities. Provides others with framework for making decisions. Develops plans and manages best practices through engagement of team and others. Cultivates relationships to support fundraising. Effectively creates and manages budgets.

Personal Development Oriented: Utilizes non-threatening methods to address sensitive issues, inappropriate behavior, or issues of performance. Shares new insights; facilitates change; models adaptability and awareness of change impact.

Qualifications:

- Bachelor's Degree in Education, Human Services, or related field.
- Minimum of two years lead teacher and administrative experience.
- Proven record of physical and non-physical program development.
- Experience in staff selection, training and evaluation, including volunteers.
- Ability to prepare and manage department budget; maintain appropriate records for parent, state, Association compliance.
- Ability to understand, communicate, and apply rules, regulations, and standards of moderate complexity from outside agencies.
- Analytic ability to monitor child care safety efforts; introduce new safety programs; professionally respond to issues of safety and behavior.
- Experience dealing with a wide range of clients in matters of personal concern in a responsive, professional manner.
- Ability to create and initiate communication programs and fund raising efforts.

Physical Demands:

- The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this job.

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____

Date: _____

Signature: _____

Date: _____

YMCA Southcoast reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment. (See HR Policy and Procedures Manual- Disclaimer et al, 1/08)

Understood and Agreed To: Signature: _____ **Date:** _____