



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FAMILY YMCA OF EMPORIA-GREENSVILLE JOB DESCRIPTION

Job Title: **Child Care Director**

Primary Function: Youth Development

FLSA Status: Exempt

Revision Date: 5/4/2021

Reports to: Program Director

Leadership Level: Team Leader

POSITION SUMMARY:

Under the direction of the Program Director and in harmony with the Christian nature and purpose of the established policies and goals of the YMCA, the Child Care Director is responsible for the general supervision and management of the YMCA's Child Care Program. The Child Care Director holds primary responsibility for the daily operation of the Before & After School Program, Teen Program, and School Age/Teen Summer Camp Program, and Childwatch working with children ages 5-15.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

ESSENTIAL FUNCTIONS:

1. Manages the child care program, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of, and participation in, the program; securing, scheduling, and maintaining the needed facilities; creating and scheduling the activities or events; and maintaining program records or files.
2. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed.
3. Assists in the marketing and distribution of program information.
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. Reviews program plans and records to ensure consistency with evidence-based best practices, to include learning centers, display props, accessories, and materials that invite children's involvement. Daily lesson plans should be completed.

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6. Responsible for the ordered arrangement, appearance, decoration, and learning environment of the program areas, while ensuring that the area is clean and hazard free.
7. Maintains a consistent schedule that does not sacrifice flexibility when needed, and routines that enable children to predict events and develop a basic sense of trust.
8. Recruits and hires staff; onboards and develops them for success. Maintains staff schedules and evaluates staff performance. Provides supervision for all staff in the child care department.
9. Models relationship-building skills in all interactions; develops and maintains collaborative relationships with staff, parents and caregivers, and community organizations (e.g., DSS/VDOE, school administration) to maximize program impact and drive overall outcomes; maintains regular, clear, and concise communication within area of responsibility. Supervision of the enrolled children without “hands-on” interaction is not acceptable.
10. Is familiar with and follows all standards for licensed child day centers, as set forth by the Virginia Department of Social Services/Virginia Department of Education.
11. Provides and maintains a parent information board and/or produces newsletters to be sent home regularly.
12. Maintains daily attendance records and ensures that children are placed on appropriate bus for transportation to school.
13. Maintains classroom discipline. The Child Care Director, using positive behavior techniques, shall carry out discipline only in accordance with YMCA policies and procedures.
14. Is familiar with and follows all evacuation and emergency procedures, and conducts drills at regular, required intervals.
15. Incorporates the five core values: caring, faith, honesty, respect, and responsibility into all aspects of the program and daily activities.
16. Organizes or participates in Y activities, such as committees, special events, and fundraising.
17. Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

- Collaboration
- Program Management

QUALIFICATIONS:

- Minimum age of 21.
- Bachelor's degree in a child related field such as, but not limited to, elementary education or recreation.
- YMCA Team Leader certification preferred.
- One to two years related experience (e.g., supervisor or coordinator of child care programs) preferred.
- CPR/First Aid/AED certification within 30 days of hire.
- Medication Administration Training within 30 days of hire.
- Be tested for and found clear of Tuberculosis.
- Must be free of any mental or physical disability that would prevent the employee from caring for children.
- Complete at least 24 hours of pre-employment new staff orientation and licensing training, to include fulfillment of state-specific hiring standards and completion of YMCA program-specific training.

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- Clear criminal records check, including child protective services check and FBI fingerprint screening.
- Follow personnel policies and procedures.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required include close vision, distance vision, and the ability to adjust; seeing written directions, including but not limited to, those on a roster, and in a parent's note, with or without correction devices.
- Ability to operate a copier, computer, phone, tablet, smart device and other typical office equipment and to communicate using such.
- Hearing within a normal range, with or without amplification. The noise level in the work environment is usually moderate.
- Speaking for extended periods of time to convey information or detailed instructions to parents and other staff in a calm, efficient manner.
- Stooping
- Sitting on the floor and getting back up.
- Kneeling
- Running
- Climbing
- Sufficient strength, agility and mobility to perform essential functions and to safely supervise program activities.
- Frequently required to sit and reach, and must be able to move around the work environment.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____