



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

YMCA JOB DESCRIPTION

Job Title: Childcare Director
FLSA Status: Exempt – Salaried
Reports to: Executive Director

Revision Date: 8/8/18

POSITION SUMMARY:

Under the direction of the Executive Director, and in the accordance with the association and policies of the Northern Lights YMCA, the Childcare Director will be responsible for the health, welfare and happiness of children in his/her care. In addition, will be the administrator for licensing requirements for compliancy for the state of Michigan.

ESSENTIAL FUNCTIONS:

- Manages, directs and coordinates all administrative aspects and supervision of childcare program, before / afterschool program, preschool program, tot watch. Including: Recruiting, hiring, training, scheduling, certifying, and / or orientations for staff and volunteers.
- Implementation of all program functions and systems including record keeping.
- Responsible for licensing compliance and YUSA Best Practices for all above listed programs including risk management and emergency procedures.
- Responsible for developing and managing budget areas of accountability including program registrations. Make decisions to cancel, discontinue or combine programs.
- Responsible (in conjunction with the Marketing Director) for promoting and marketing programs.
- Instruction or staff of programs where qualified including care giver, site director /supervisor, etc.
- Program development, satisfaction and evaluations.
- Maintenance of program supplies, equipment and facilities.
- Leadership role in fund development.
- Responsible for relationship building with local schools, state department, health care providers, etc.

- Serves as a member of YMCA management and supports the overall objectives of the YMCA, including membership growth and development. Ensures outstanding member service and responds to member feedback.
- 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. Bachelor's degree or higher in Early Childhood Education or Child Development coursework OR an Associate Degree with 18 Semester Hours in Early Childhood Education or Child Development coursework and 480 Hours of Experience.
2. The ability and background to work with children is necessary.
3. Certification Requirements within 60 Days of Hire Include: CPR, First Aid, Child Abuse Prevention & Blood borne Pathogens.
4. Previous supervisory experience.
5. Good organizational, verbal, written, communication & presentation skills.
6. Excellent personal computer skills and experience with standard business & finance software.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS:

1. Must be able to lift 50 lbs.
2. Must have ability to perceive audio & visual alerts for emergency purposes.
3. Must be able to sit or stand for long periods of time.
4. Be able to participate in physical activity for various amounts of time. (Hikes, demonstrating game skills, etc.)
5. Must be able to access all areas of building or off-site locations including pool areas, closets, stairwells, locker rooms, wellness center, etc.