



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GATEWAY REGION YMCA CHILD CARE PROGRAM DIRECTOR

Job Title: **Child Care Program Director**
FLSA Status: Exempt
Leadership Level: Multi-Team Leader

Revision Date: 3/1/2021
Primary Function: Child Care

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. The Child Care Program Director develops, organizes and implements high quality YMCA child care program(s).

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. **The Gateway Region YMCA strictly follows a zero tolerance policy regarding child abuse.**

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates child care programs. Ensures high quality programs and implements program enhancements and initiatives.
2. Ensure all components of the Child Care & Camp Staff Recruitment & Retention Plan are implemented.
3. Develops child care budget utilizing the association budget guidelines. Ensure programs operate within budget and program fees are collected.
4. Maintains proper records and files at all times.
5. Assures compliance with federal, state and local regulations, including ADA accommodations where appropriate
6. Ensures YMCA child care program standards are met and safety procedures followed
7. Provides for upkeep and safety of assigned program facilities and equipment. Ensure physical environment supports healthy living.
8. Develops and maintains positive, genuine relationships with state authorities, school administration, families and community agencies.
9. Participates as an active member of the Program Management Teams
10. Assists with Program Committee meetings.
11. Assists in the marketing and distribution of program information.
12. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
13. Performs all other duties as assigned.

LEADERSHIP COMPETENCIES:

- Mission Advancement
- Collaboration
- Operational Effectiveness
- Personal Growth



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QUALIFICATIONS:

- Bachelor's degree in related field or equivalent.
- One to two years related experience preferred, as a coordinator or supervisor of child care programs.
- Must be 21 years of age.
- Fulfillment of state-specific hiring standards (if any) and completion of YMCA program specific certifications (list).
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Physical mobility: walking, climbing, stairs, standing, kneeling, bending, leaning, stooping and sitting for extended periods of time
- Physical Dexterity: ability to use telephone, computer, electronic equipment
- Lifting: ability to lift up to 50 pounds
- Sensory Requirements: ability to hear, listen, speak, smell, touch, taste, see and distinguish colors
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____