



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

**RIVER VALLEY REGIONAL YMCA
CHILD CARE PROGRAM DIRECTOR JOB DESCRIPTION**

Job Title: **Child Care Program Director**

Reports to: **Branch Executive**

POSITION SUMMARY:

If you are looking for an opportunity to make a difference in the lives of young children then join our team. 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 program(s).

A Director develops and provides a high quality, education enriched, fun atmosphere. Recruit, orient, train and schedule classroom teachers in Infant, Toddler, Preschool classrooms and school age sites. Assist in covering during teacher's time off, ensuring meals are prepared, proper paperwork is completed to meet licensing and STAR quality requirements.

The YMCA is looking to hire an enthusiastic, creative, loving and reliable staff member who can share in the YMCA values of honesty, respect, responsibility and caring. Some benefits included in this position are a 50% reduction in childcare expenses and various other program discounts, retirement plans and free membership as well as professional development opportunities. All full-time positions within the Y organization also provide for paid time-off, holidays as well as health insurance, Life and Short-Term Disability benefits.

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates the school age child care programs for assigned location(s). Ensures high quality programs and establishes new program activities. Expands program 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. Supports and budgets for healthy eating through coaching, mentoring, and monitoring menu quality
4. Assures compliance with state and local regulations as they relate to program areas. 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 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. Provides staff leadership for annual fund raising campaign and committees as assigned.
8. Maintains proper records/department files.
9. Organizes special events for parents. Assists in YMCA fund raising activities.
10. Assists with Program Committee meetings.

The Y: We're for youth development, healthy living, and social responsibility.

PROGRAM DIRECTOR JOB DESCRIPTION

11. Assists in the marketing and distribution of program information.

Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

QUALIFICATIONS:

1. Must be 18 years old and have obtained a BS degree, AA degree, or in the final semesters of maintaining a BS in Education.
2. Must have 2 year experience working with young children.
3. Compliant with Act 33 (Child Abuse), Act 34 (Criminal History) and FBI clearances.
4. Bi-Annual physical examination and TB test must be on record.
5. Must obtain or hold current CPR and First Aid Certification.
6. Must obtain a Water Safety Certificate.
7. Must provide two reference letters to acknowledge your work ethic.