



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF METUCHEN EDISON WOODBRIDGE & SOUTH AMBOY JOB DESCRIPTION

POSITION: Child Care Director
DEPARTMENT: Child Care Services
SUPERVISOR: Senior Child Care Director
CLASSIFICATION: Exempt
JOB CODE: 013000

POSITION SUMMARY:

The Child Care Director is responsible for the total operation of the child care center to which s/he is assigned. S/he will use the philosophy of the YMCA mission, licensing requirements and best practices, the YMCA Strategic Plan and the four-core values (honesty, caring, respect and responsibility) to develop and implement a program of the highest quality to ensure every child has an opportunity to develop to their fullest potential and every family finds value and security in having their families as part of the YMCA child care family.

ESSENTIAL FUNCTIONS:

1. Ensure the center complies with the code for all state and local governing agencies; including bureau of licensing, fire and health departments at all times.
2. Have the ability to identify child abuse/neglect and act in accordance with YMCA, state and local guidelines.
3. Ensure all staff are trained on child abuse/neglect and clearly understand the process for reporting concerns and their responsibility to report concerns.
4. Oversee program development, staff, budget, financial control, enrollment and the facility.
5. Supervise paid and volunteer staff of the Center. (Including: a: Schedule assignments of paid personnel; b: Plan and conduct regular and called meetings of the Center staff; c: Interpret, communicate and implement policies of the Center to the staff.
6. Conduct staff meetings and staff training sessions to encourage continuing education.
7. Maintain open communication with all staff members, families and peers.
8. Make necessary staffing decisions to ensure quality childcare.
9. Develop a program consistent with the standards of developmentally appropriate practices, as well as standards set forth by the National YMCA. Ensuring that the program is consistent with the overall philosophy of the Center and the YMCA Strategic Plan.
10. Plan enrollment, parent conferences, and parent education, as well as encouraging parental involvement.

11. Enroll children and inform parents of the fees to be paid by individual families in accordance with the center policy.
12. Collect tuition and fees.
13. Maintain current first aid certification and ensure center staff's certification are up-to-date.
14. Supervise classroom record keeping; keeping records needed for planning, evaluation of the program and individual child development. Keep such administrative records as required by the State of New Jersey.
15. Purchasing day to day supplies as necessary for the operation of the Center.
16. Keep abreast of current trends in Early Childhood Education.
17. Serve as a link to and promote the networking of other YMCA staff and programs within the community and other YMCA programs.
18. Responsible for meeting annually with the Board of Directors to present financial reports.
19. Maintain open communication with the Senior Director of Child Care Services and/or CEO of the YMCA as well as other YMCA professional staff.
20. Act as a resource for all staff.
21. Have a clear understanding of and exemplify the four core values.
22. Review and submit payroll, any paper timesheets and other necessary paperwork on a timely basis to the Association Office.
23. Communication and publicity of center to public.

REQUIREMENTS:

- BA or BS in early childhood education, child development, or its equivalent.
- One or more courses in program administration.
- Three years experience as a lead teacher in a child care/preschool program.
- Some prior staff supervision experience.
- Ability to work as part of a team.
- Excellent communication skills, both verbal and written.
- Excellent driving record and the ability to manage own transportation to and from various locations.

Erin Siemers 3/21/16 5:14 PM

Comment: Do all directors have this certification?

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Normal amounts of walking, standing, sitting, running, jumping, lifting, pushing, pulling, speaking, reading, and writing. Must be able to hear, see and respond quickly to children's needs.

Name

Signature

Date

Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time nor does it cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Job descriptions should never be misconstrued as an employee contract. All employees are "at will."