



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

JOB DESCRIPTION

Job Title: Early Learning Director
FLSA Status: Exempt
Status: Full Time
Reports to: Executive Director

Department: Childcare
Revision Date: 7/2019

POSITION SUMMARY:

This position directs all aspects of Early Learning Childcare for the center and supervision of assigned staff. This position develops, plans, and implements procedures and methods to achieve successful learning. This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility.

ESSENTIAL FUNCTIONS:

1. Ensure consistent development and delivery of programming and procedures including but not limiting to:
 - a) Ensure programs are managed effectively on a day to day basis
 - b) Ensure high quality, age-appropriate sound curriculum is planned and implemented
 - c) Ensure nurturing atmosphere for program participants
 - d) Support successful onboarding of new children and families to programs
 - e) Maintain appropriate adult to child ratios during programming
 - f) Plan for space and equipment needs
 - g) Monitor relevant trends and incorporate best practices
2. Hires, trains and supervises assigned program staff and volunteers including but not limiting to:
 - a) Ensuring adherence to work schedules
 - b) Provide direction and support by creating a positive supportive culture where teamwork is fostered
 - c) Monitoring staff performance and ensuring staff follow policies and procedures
 - d) Review and evaluates staff performance
 - e) Develop strategies to motivate staff and achieve goals and retention
 - f) Conduct regular staff training to ensure that staff have the support and tools they need
2. Develop and maintain collaborative relationships with state licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs.
3. Respond to all agency, parent, and community inquiries and complaints in a timely manner
4. Monitor and evaluate the effectiveness of programs, compile program statistics and set goals
5. Provide input to the Executive Director in the planning of the annual budget; manages and implements the approved budget for child care and takes appropriate action to correct variances.
6. Ensure compliance with all Federal, State and local licensing regulations
7. Maintain Child Care Development Fund (CCDF) vouchers and manage financial assistance with 3rd party providers and the YMCA funds
8. Follow emergency procedures and safety precautions including procedures for reporting all accidents, incidents and hazards
9. Assist in YMCA fundraising activities and special events
10. Accept additional assignments as deemed appropriate, within the scope of the job description

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective

systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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. Licensing requirements include meeting one of the following minimum degree and experience:
 - a. Bachelor of Arts or Science degree from an accredited college or university in early childhood education or elementary education with a kindergarten endorsement and grades of C or better
 - b. Any Bachelor of Arts or Science degree from an accredited college or university with one of the following:
 - i. 15 credit hours in college level courses with documented content relating to the needs, skills, development or teaching methods of children 6 year of age or younger and grades of C or better
 - ii. CDA certification
 - c. 2 year associate's degree in early childhood education from an accredited college or university with a grade of C or better and a minimum of three years of experience in early childhood program
2. Minimum 3 years of experience preferred except in 1c above is required
3. 21 years of age required
4. Ability to implement programs and organize classrooms
5. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community
6. Excellent interpersonal, communication, and problem solving skills
7. Possess strong leadership qualities and work as a team member
8. Proficiency in Microsoft Office and ability to quickly learn other software programs

JOB EXPECTATIONS:

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

Certifications required within 30 days of hire: CPR/AED & First Aid. Redwoods trainings required prior to the start of employment.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____