



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Child Care Director**

Reports to: Executive Director of Child Care Services

FLSA Status: Non-Exempt

Revision Date: August 5, 2024

General Function

The Child Care Director is responsible for the supervision and direction of the School Age Child Care Programs, Summer Day Camp, and Early Learning Program in accordance with the mission, vision and philosophy of the YMCA of Centre County.

Job Responsibilities

- Comprehensive knowledge, understanding and following of PA Department of Human Services (DHS) regulations.
- Assuring all staff have been properly trained in DHS, PA Keystone Stars standards, the Environmental Rating Scale and New Staff Orientation.
- Assure the supervision of all children which is defined by DHS: *To be physically present with a group of children. Critical oversights, in which the staff can see, hear, direct and access the children.*
- Assure the program is geared to individual children with concern for their interests, special talents, individual style and pace of learning.
- Assure curriculum is developmentally appropriate and meets the individual needs of each child.
- Assure all children are treated with dignity and respect.
- Assure proper communication with parents, children and co-workers.
- Assure child assessments/portfolios are complete and parent/teacher conferences are held at appropriate times of the year.
- Identify staffing needs and recruit, hire, and train accordingly.
- Responsible for processing timecards for bi-weekly payroll for the childcare department.
- Develop, manage and monitor the childcare budget and meet or exceed budget targets.
- Assure information on families, children and co-workers remains confidential.
- Oversight of youth and family related events occurring at the branch which may include but is not limited to family nights, parents/kids' night out, Daddy/Daughter Dance, Healthy Kids Day, and Halloween at the Y.
- Assure completion of all administrative paperwork including but not limited to attendance, meal counts, incident reports, supply and equipment requests, newsletter and curriculum in a timely manner.
- Participate in recommended training, and complete and upkeep *Professional Development Record with the YMCA of the USA to ensure professional growth.*
- Work with staff and volunteer leadership to help plan, train, motivate and oversee the Annual Giving Campaign to reach the campaign goal. To demonstrate sound campaign practices by implementing Good Practices and Proven Concepts.
- Assume equal responsibility for all housekeeping responsibilities.
- Report all incidents to the Executive Director of Child Care as well as the Branch Director.
- Attend and participate in all staff meetings.
- Perform additional duties at the request of the Branch Director.

Education/Experience Required (Must meet one of these criteria)

- A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and two years of experience working with children.
- An associate degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and four years of experience working with children.

Training/Certifications Required

- Maintain current First Aid, CPR and AED certifications
- Annual Water and Fire Safety Training
- Child Sexual Abuse Prevention training must be completed within the first 90 days of employment and every 3 years thereafter
- Mandated Reporter training must be completed within the first 90 days of employment and every 5 years thereafter
- ACT 139 Training for First Responders – Naloxone Training within the first 90 days of employment and every 2 years thereafter

Working Conditions

- Works indoors in adequate workspace with adequate temperatures, ventilation and lighting. Outdoor work includes a variety of settings in a variety of weather: Y play areas, field trips, etc.
- Works with average exposure to noise and disruptions. Works with above average stress.
- Normal exposure to dust/dirt.
- Subject periodically to irate individuals and stressful situations.
- Travels routinely during all season and is exposed to outdoor elements.

Physical and Mental Conditions

- Required to stand, walk, sit, reach with hands and arms, climb stairs, balance, and stoop, kneel, crouch or crawl, talk, and hear.
- Dexterity requirements range from simple to coordinated movements of appendages and torso to carry out job duties.
- Specific vision abilities required include close vision, peripheral vision, depth perception, and the ability to adjust focus.
- Light to medium work, with occasional lifting/carrying of objects with weights up to 25 pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to endure long periods of work without a break.
- Works part time outdoors.

Effect on End Result

Provide a quality environment that allows our members to focus on youth development, health living and social responsibility.

General Sign Off

The employee is expected to adhere to all the YMCA of Centre County Policies and to act as a role model in the adherence to the YMCA of Centre County Policies. I have read and understand the explanation and job description.

Employee’s Signature

Date

Supervisor’s Signature

Date

The YMCA of Centre County reserves the right to change this job description as conditions warrant.