FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Plattsburgh/Malone YMCA
School Age Child Care Director
JOB DESCRIPTION

Job Title: School Age Child Care Director

Job Code:

FLSA Status: Exempt

Job Grade: N/A

Reports to: COO/CEO

Revision Date: 1/21/2022

Leadership Level: Team Leader

Primary Function/Department: Youth Development

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The School Age Child Care Director is in charge of managing all facets of the program. The director will be a proactive problem solver who will quickly identify problems and then work to implement solutions. The School Age Child Care Director will supervise the implementation of a developmentally appropriate curriculum; evaluate classroom and site structure, daily schedule, and the staff interaction with both students and families. The School Age Child Care Director will ensure total quality management throughout the center by upholding the highest health, safety, and cleanliness standards in order to facilitate a positive, supportive environment for the children, their families, and the childcare staff. The School Age Child Care Director also oversees Summer Camp programming.

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.

ESSENTIAL FUNCTIONS:

- Embraces, models, and encourages in others the mission of the YMCA and its capacity to encourage youth development, healthy living, and social responsibility.
- Administers the annual operating budget and adjusts accordingly based on revenue and expenses to meet targets.
- Recruits, hires, trains, develops, schedules, directs and motivates personnel and volunteers. Develops strategies to motivate staff and volunteers to achieve goals.
- Ensures program operation is consistent with Association procedures
- Participates accordingly in projects as assigned as well as staff trainings and meetings, and special events.
- Supports Annual Campaign.
- Responsible for providing tours to prospective families, strong customer service and follow up skills, and attention to detail.

- Forecast enrollment, maintain maximum enrollment during the school year, and the summer, implement transitions of children based on New York State regulations and developmental appropriateness. Effectively communicate transitions to parents.
- Monitor tuition payments, collections, review children's attendance ensuring compliance with DSS.
- Initiate purchase orders for monthly center needs and monitor child care center budget to ensure the center's profitability.
- Maintain accurate and up-to-date child files in compliance with New York State Regulations.
- Maintain current and accurate staff files in accordance with New York State Regulations.
- Provide training opportunities for childcare staff in accordance with New York State Regulations. Maintain childcare certification spreadsheet ensuring current physical, TB, and required annual and bi-annual trainings.
- Complete weekly staff schedules, review and approve employee time cards. Monitor staff punches to ensure minimal if any overtime.
- Post childcare staff openings, conduct interviews, hire and complete new hire paperwork for new staff, follow through with accurate documentation for disciplinary actions, and terminate staff when required.
- Formally observe each program and provide written feedback highlighting teaching/curriculum strengths and areas of focus.
- Collaborate with physical, speech, occupational, and behavioral specialists to ensure implementation of modifications to the curriculum specific to the needs of the particular child.
- Responsible for full compliance with all licensing and safety regulations.
- Conduct New York State required monthly safety checks, playground safety checks, and daily walkthroughs.
- Prepare for and coordinate New York State required annual inspections and childcare license renewal requirements.
- Participate in training programs, conferences, courses, and other aspects of professional growth as required.
- Be knowledgeable of program policies and requirements, philosophy, confidentiality, and safety rules.
- Cultivate and maintain a positive attitude, team-teaching relationship, and working relationship with fellow staff and participants' parents/guardians
- All other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree in Early Childhood Development/Education or related field
- One-year full-time teaching experience in a child day care center
- One year of experience supervising staff
- Excellent human relation and communication skills
- Significant interest in nurturing young children
- Maturity as demonstrated by dependability and ability to relate well with children, parents, and staff

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This work is primarily performed indoors and may require any one or more of the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and/or visual acuity.
- Must be able to sit and stand for extended periods of time and not become distracted.
- The noise level in the work environment is usually moderate.

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HEALTH AND SAFETY EXPECTATIONS:

- Employees must maintain a safe work environment free of clutter, debris and hazardous conditions.
- Report all accidents/incidents involving themselves, members/program participants, guests or other employees and complete accident/incident reports immediately.
- Follow all COVID-19 safety and protocol guidelines laid out by the Plattsburgh YMCA, Department of Health, and CDC.
- Be familiar with Emergency Procedures and specific duties assigned to them.
- Be familiar with additional safety responsibilities specific to their position.

The Plattsburgh YMCA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, domestic violence victim status or any other characteristic protected by law.

SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's name Employee's signature

Today's date: _____