



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KANDIYOHI COUNTY AREA FAMILY JOB DESCRIPTION

Job Title: **Child Care Director**
FLSA Status: Exempt
Reports to: Senior Program Director
Leadership Level: Multi-team Leader

Job Code: XXXX
Job Grade: XX
Revision Date: 8/24/2018
Department: Child Care

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 Child Care Director at Kandiyohi County Area Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

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:

1. Manages, directs and coordinates the 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 federal, 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, required by Minnesota Department of Human Services- Division of licensing.
9. Organizes special events for parents. Assists in YMCA fund raising activities.
10. Assists in the marketing and distribution of program information.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
12. Assume other duties, responsibilities and projects identified as needed by the employee and approved and/or assigned by supervisor.



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LEADERSHIP COMPETENCIES:

- Engaging Community
- Volunteerism
- Collaboration
- Communication & Influence
- Inclusion
- Critical thinking & Decision Making
- Fiscal Management
- Functional Expertise
- Innovations
- Program/Project Management
- Developing Self & Others
- Emotional Maturity

QUALIFICATIONS:

- Bachelor's degree in education/teaching, human services, social services, recreation, business or equivalent.
- YMCA Team Leader or Multi-Team Leader certification preferred.
- Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Prefer knowledge of, and previous experience with, diverse populations.
- Proven track record of developing authentic and deepened relationships with others.
- Ability to establish and maintain collaborations with community organizations.
- Additional trainings as required by the position.
- BLS/BFA/02 certification within first 90 days of employment.

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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

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