

**RYE Y JOB OPENING:** **CHILD CARE DIRECTOR (FULLTIME EXEMPT)**  
**JOB POSTING DATE:** **January 17, 2019**  
**END POSTING DATE:** **UNTIL FILLED**

**POSITION SUMMARY:**

Develops, organizes and implements high quality YMCA child care program(s)

**ESSENTIAL FUNCTIONS:**

- Manages, directs and coordinates the school age child care program, Kinder Camp, school-break child care programs/clubs and all other programs as assigned. Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans.
- 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, while providing on-going training through staff meetings, coaching sessions, etc.
- Develops, manages and controls the afterschool, Kinder Camp, Child Watch and other related budgets as assigned. Ensures programs operate within budget and that program fees are collected. Accurately manages monthly child care billing.
- Supports and budgets for continued implementation of the Healthy Eating and Physical Activity (HEPA) initiative through coaching, mentoring, and monitoring menu quality.
- Ensures that YMCA program standards are met.
- Ensures all Child Abuse Prevention policies and procedures are met.
- Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
- Develops and maintains relationships with state child care licensing agency, school administration, parent groups, Department of Health, American Camp Association, and other organizations and agencies related to assigned programs.
- Assures compliance with state and local regulations as they relate to program areas
- Responds to all agency, parent and community inquiries and complaints in a timely manner.
- Coordinates transportation in cooperation with local schools, bussing company and internal bus driver(s).
- Provides leadership for annual fund raising campaign and committees as assigned.
- Maintains proper records/department files.
- Organizes and assists with special events.
- Attendance and participation in committee and team meetings.
- Assists in the marketing and distribution of program information.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
- Assists, adheres to, and takes an active role in the American Camp Association (ACA) licensing of Kinder Camp.

**QUALIFICATIONS:**

- Bachelor's degree in a related field, or its equivalent in academic preparation/experience to meet New York State certification requirements.
- Two years direct experience working with children under the age of 13 – including at least one year in a supervisory capacity in a child care program or related field of work.
- Minimum age of 25 to fulfill American Camp Association requirements.
- Branch training requirements within 30, 60, and 90+ days of hire.
- Current CPR and first aid certifications (or the willingness to pursue).
- YMCA Team Leader certification (or willingness to pursue)
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**PHYSICAL DEMANDS:**

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise youth and family activities.

Work Schedule: Mon-Friday 10am-6pm with flexibility of weekend shifts for Rye Y events