



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

## **Central Connecticut Coast YMCA Position Announcement**

Job Title: Child Care Director  
Salary: \$49,000 to \$52,000 per year  
FLSA: Non-exempt – Full-time 40 hours

Reports To: Executive Director  
Work Location: YMCA Kolbe Education Center  
Work Schedule: Monday – Friday, flexible as needed

### **A Career with a Cause:**

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. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

**We are welcoming:** we are open to all. We are a place where you can belong and grow. **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.

### **Salary and Benefits:**

- Salary Range: \$49,000 to \$52,000 per year Non-exempt
- YMCA Retirement Fund Contribution: 12%
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

### **Position Summary:**

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Child Care Director at the Central Connecticut Coast YMCA is responsible for the success of all aspects of the Child Care programs and facilities of assigned branch, and develops and implements Child Care related programs that will promote membership growth and retention, and increase program enrollment. Fosters a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for Child Care participants and staff. The Child Care Director assures the well-being for each participant and staff in line with YMCA of the USA guidelines and association policies in accordance with their training. This results in cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also managing high-quality, member-focused Child Care programs.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages family involvement.
- Responsible for overall supervision and support of Child Care staff and volunteers, and follows and implements policies and procedures.
- Oversees, evaluates, and grows all Child Care programs ensuring community needs are met and risk management is in place in accordance with YMCA guidelines; and through motivational support and guidance that supports members, program participants, and staff in achieving their goals. Up to 25% of work schedule will be in direct service to the Child Care Program.
- Follows association guidelines to develop, promote and market, and manage Child Care programs and offerings in a manner consistent with YMCA core values. Assists with the development and implementation of membership recruitment, retention, and orientation strategies.
- Communicates and cooperates with other Directors to coordinate facility and program needs.
- Oversees all Child Care facility changes and communicates effectively.
- Implements, follows, and enforces all Child Care procedures and guidelines including those pertaining to health and safety, supervision of children, child care discipline policy, drop-off/pick-up, attendance, forms, reports, supplies, and staff expectations as required by the YMCA, licensing, and the state health department.
- Communicates with members, director team, staff, and participants in a timely and professional manner as it relates to department responsibilities that will support a positive experience with the Y.

- Ambassador of all YMCA programs with a focus on Child Care programs and member engagement that fosters loyalty among those we serve.
- Oversees all Child Care program areas and equipment in an orderly and safe manner. Ensures maintenance and upkeep is maintained as required by the Central Connecticut Coast YMCA, local and county health departments, and The YMCA of the USA. Works closely with the Facility Director to assist with the maintenance and repair of all Child Care equipment and facilities.
- Implements, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse, fostering a pleasant, professional, and safe Child Care environment.
- Develops and maintains system to monitor certification status of all department staff whose positions require certification.
- Participates in activities, trainings, workshops, conferences, etc., that will enhance personal and professional growth and maintain licensing.
- Responsible for overall fiscal management, meets deadlines and budget for the Child Care Department.
- Active leader in membership retention and Annual Giving Campaign goals.
- Attends all mandatory meetings and trainings.
- Participates as Manager on Duty per branch schedule.

#### **YMCA Leadership Competencies:**

- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

#### **Experience, Education, and Qualifications:**

- Bachelor's degree in related field or equivalent experience
- YMCA Team Leader certification preferred
- One to two years related experience preferred (e.g., Child Care coordinator or supervisor)
- Must meet the requirements for Site Director and Head Teacher for school age programs as defined by the State of CT Department of Public Health.
- Must be at least 20 years of age.
- Must have at least one of the following (A or B):
  1. A high school diploma or equivalent.
    2. At least 1080 hours of documented supervised experience over a nine-month period, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
    3. Twelve (12) credits in early childhood education or child development, elementary education, recreation, group social work, or a related field from an accredited institution of higher education with program approval from a Board of Governors of Higher Education.
  1. A bachelor's degree in early childhood education or child development.
    2. At least 360 hours of documented supervised experience with unrelated children of the same ages to be served and with these or comparable standards plus at least one semester of student teaching with children of same ages/developmental stages as those to be served.
- Upon hire must have documentation of a physical examination and a TB Tine Test, to be repeated every two years.
- Must submit Office of Early Childhood Background Check and fingerprinting forms within 30 days of hire.
- Bilingual in English and Spanish helpful.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Budgeting experience preferred
- Knowledge of Child Care programs, YMCA preferred
- Proven track record of building program participation and relationships with members, participants, families, staff, and volunteers
- Excellent interpersonal skills are critical and essential to the success of this position
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction
- Possesses and demonstrates excellent customer service, decision-making, problem solving, team oriented, and critical thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency
- Able to work flexible schedules

#### **Trainings & Certifications:**

- Must complete New Employee Orientation and Child Abuse Prevention and Mandated Reporter trainings prior to initial assignment to position.

- Must complete Blood borne Pathogens, Employee Safety, and Hazard Communication trainings prior to initial assignment to position.
- Must complete department onboarding within the first 30-days of employment.
- Connecticut Child Care CPR/First aid certification must be obtained within 6 months of hire and maintained.
- Administration of Medications certification is preferred.
- Continue professional development as outlined in the State of Connecticut Office of Early Childhood licensing requirements (complete hours of training equal to or greater than 20% of hours worked) as well as any/all training required by the YMCA and other accrediting agencies.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Child Care Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Growth is seen in the program enrollment and quality in accordance with annual targets.
- Members, Participants, and Staff are confident and comfortable with the YMCA.
- All YMCA programs are recognized in the community as high quality and safe programs.
- Participants and staff set and achieve personal goals.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.
- Child Care programs are conducted according to the YMCA of the USA standards.
- Child Care staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Ability to conduct classes and activities, and perform all physical aspects of the position.

**Work Environment:**

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Websites for More Information:**

[www.cccymca.org](http://www.cccymca.org)

[www.brbc.org](http://www.brbc.org)

**Application Information:**

Submit a cover letter, resume, and four references by **May 10, 2019** to Terry McCarthy, Executive Director, at [tmccarthy@cccymca.org](mailto:tmccarthy@cccymca.org)