



POCONO FAMILY YMCA
Job Description

Job Title: Child Care Program Director
Reports To: Operations Director
FLSA Status: Exempt/Full Time
Prepared By: Human Resources Committee
Prepared Date: November 2018

SUMMARY

The main purpose of this position is to administer program responsibilities for all before and after school programs within the East Stroudsburg and Stroudsburg School Districts. Under the direction of their supervisor, the Director is responsible for the overall daily operations including, but not limited to education, health, welfare and safety of the children within the programs.

EDUCATION and/or EXPERIENCE

A director shall have attained one of the following qualification levels as required by the Pennsylvania Code:

1. A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and one year of experience with children
2. 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 with children.
3. An associates degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children.
4. An associate'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 4 years of experience with children.
5. First Aid, CPR and AED certifications and child sexual abuse prevention training required within 30 days; training provided.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
7. Prefer 3 years of experience in a leadership role at a licensed child care facility.

QUALIFICATIONS

The individual must be able to perform each essential duty requirements listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. **Other duties as assigned.**

- Director responsibilities must conform to the Pennsylvania Code Title 55. Public Welfare. Chapter 3270. Child Day Care Centers.
- Responsible for preparing an annual budget and submitting to their supervisor. Accountable for all Programs income and expenses.
- Establish goals and unit objectives for the programs, which are consistent with those of the YMCA and state licensing procedures. This includes maintaining accurate record keeping.
- Summer responsibilities include managing and staffing before and after camp care and assisting Camp Director as needed.
- To maintain any and all proper certifications including Keystone Stars and licenses for all Programs. Overseeing all files, student and staff. Making sure periodic reviews and updates are made in a timely manner.
- Direct supervision of Programs. This includes supervising the planning and execution of age appropriate programs and curricula, assuring that the programs meet the highest quality standards and needs of the public.
- Supervise the recruiting, retention and evaluation process of all program personnel. In charge of scheduling and attending all staff trainings and meetings. Responsible for staff scheduling with review of timecards. The Director is responsible for ensuring proper ratios between staff and students, and must be able to fill in at any school/site for any shift. Must be available to assist in camp or any other Child Care area during summer months.
- Oversee the maintenance of proper equipment and supplies for the Site programs.
- Follow protocol for all incidents. Follow all emergency procedures. Perform routine fire drills per state requirements.
- Develop strong parent participation and community involvement. Facilitate parent orientation meetings.
- Be available to market program at community and school events. Collaborate with the Membership and Marketing Director to facilitate the promotion of programs within the community.
- Supervise all registration, payments, billing procedures and collection of non-payments with the Finance Director. Must be able to use the YMCA's CSM software.
- Keep abreast of changing numbers in enrollment and discuss adjustments with their supervisor.
- Facilitate fund raising programs.
- Prepare evaluation form for each program and send out to participants

twice per year.

- Facilitate parent orientation meetings.
- Complete projects in a timely manner.
- Understand and follow established financial and business procedures of YMCA.
- Maintain all safety standards, including physical exertion, which may include repetitive lifting, bending, stretching and climbing.
- Must possess strong computer skills and be able to use Microsoft Office software.
- Explain all Programs to prospective employees and/or members and answer inquiries in a timely manner.
- Attend all staff meetings and training sessions. Participate in projects, staff trainings, meetings, committees, etc.
- Must be available "on-call" via telephone during all YMCA business hours for coverage/back up. Ability to work a 40 hour week with irregular work hours which may include nights and weekends.
- Volunteer opportunities that support the YMCA mission are encouraged.

I have read and understood the requirements of the position of Latchkey Director as explained in the job description appearing above.

NAME

Date

SUPERVISOR

Date