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**YMCA OF LANSING
JOB POSTING**

Assistant Childcare Director

General Function: Excellent opportunity for a cause driven childcare professional to take their next career step. The Assistant Childcare Director will assist the Childcare Director in overseeing the total operation for the childcare center serving 6 weeks through 5 years at the Oak Park Branch YMCA.

Job Requirements:

- Preferred Bachelor's degree in Early Childhood Education
- Minimum of 3 years related experience
- Ability to respond to safety and emergency situations
- Strong communicative abilities, both written and oral
- Be a patient, caring, understanding individual who loves children and are fully committed to helping young people learn and grow
- Must demonstrate a competency in record keeping and data entry
- Must be self-motivated and able to manage multiple projects if needed

Position Responsibilities:

- Supports the Director for the leadership and direction of the YMCA Child Care Center, including staff leadership and development
- Assists in the delivery of the Creative Curriculum
- Helps the Director with parent interaction and communication
- Accountable for all parent billing, program AR, DHS billing, attendance logs, food program and all administration for the program
- Responsible for licensing requirements with the State
- Aids the Director in growing participation at the Early Learning Center
- Supports the Director for staff schedule management to maintain a safe and productive learning environment within licensing ratios.
- Provides support for all onboarding of new children and parents into our Early Learning Center
- Assists in hosting monthly family events
- Supports the Director with the safety and security of all children, staff and activities at the Center
- Accountable for the security of all data, records and parent information
- Supports the Director in communicating with the Lansing School District regarding activities, events, facility needs, etc.
- Works together with the Director in holding bi-monthly staff meeting/trainings for all staff
- Must be available to greet parents at opening and/or closing of the center
- Must be available to serve in the role of classroom staff when necessary to ensure a safe and productive learning environment within licensing ratios
- Responsible for helping the Director attain and maintain a 5 star Great Start to Quality rating
- Other duties as assigned

Disclaimers:

- Must complete successful background screening.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Salary: \$38,000 - \$40,000 (includes vacation, medical/dental and life insurance as per the personnel policy, 12% employer funded retirement plan when applicable)

Include: Cover letter, resume, three references.

Contact: Amy Stearns, Director of HR & Risk, careers@ymcaoflansing.org