



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

YMCA Child Development Center Program Director

General Function: The Program Center Director working closely with the Regional Director of Early Learning Childcare, is responsible for the supervision and management of the day-to-day operations of the child development center.

Duties and Responsibilities:

1. Under the supervision of the Regional Director, incumbent will help administer day-to-day operations, including being available to address parents, children, and staff issues
2. Ability to open and/or close throughout the week and assist with room needs due to staff absences.
3. Ability and willingness to assume lead teacher responsibilities in any of the infant, toddler or preschool rooms until such time a new lead teacher can be named.
4. Work with Regional Director to plan both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice, and program philosophy.
5. Assist the Regional Director in collection of weekly fees.
6. Meet the emotional, social, physical, and cognitive needs of each child.
7. Help provide support to other teachers and handle concerns with parents when Regional Director is unavailable.
8. Give tours when needed
9. In conjunction with Regional Director and classroom leads complete bi-annual assessment of children's development.
10. In conjunction with Regional Director, report progress of children to parents in bi-annual reports and through parent-teacher conferences.
11. Maintain daily open communications with parents, especially related to fees owed.
12. Keep accident reports.
13. Maintain confidentiality.
14. Help with sanitation needs throughout the center to ensure center is abiding by any cleanliness requirements and maintaining health standards within the program's scope
15. Ensure all lead teachers are provided the support necessary to create a positive daily environment in accordance to program goals and philosophy.
16. Maintain a safe and healthy environment.
17. Attend in-service and staff meetings
18. Supervise assistants, aids, and volunteers in the classroom
19. Work with the Regional Director to maintain all appropriate records and meet all applicable licensing regulations.
20. Maintain a neat, attractive, stimulating, and safe environment conducive to learning
21. Give medicine to children as outlined by parents
22. Assist with the monthly menu, newsletters, and gathering of attendance sheets if needed
23. Performs other duties as assigned.

Salary: Full-time, exempt; \$38,000-\$42,000 annual

Benefits:

- Free YMCA Adult or Family Membership
- Medical/Dental/Life insurance eligibility
- 50% discount on program fees for themselves or eligible family members up to \$500 per year
- 12% retirement contribution upon eligibility
- Paid Time Off

Job Requirements:

- Bachelor's Degree or higher in early childhood education or child development.
- Preferred Experience managing childcare center and related personnel.
- Excellent interpersonal communication skills, computer skills (Word, Excel, etc.)
- A commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives.

- Current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding early childhood education and care.
- Able to work with individuals from diverse backgrounds.
- Ability to respond to safety and emergency situations
- Required YMCA trainings:
 - CPR/AED, First Aid – required within 60 days of employment
 - Child Sexual Abuse – required within 30 days of employment
 - Sexual Harassment – required within 30 days of employment
 - Slips, Trips and Falls – required within 30 days of employment
 - Blood Borne Pathogen – required within 10 days of employment
 - Employee Orientation/Listen First Orientation - required within 90 days of employment.
- Complete Fingerprinting requirement as dictated by the State of Michigan

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- 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.

Include: Cover letter, resume, transcripts, and three references

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