



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

YMCA Early Learning Program Director

Come Learn and Grow with Us!!

We are hiring outgoing, loving, and dependable staff that enjoy teaching through play. We are a play-based center that encourages learning through experiences.

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. Ensure all lead teachers are provided the support necessary to create a positive daily environment in accordance to program goals and philosophy.
6. Work with the Regional Director to maintain all appropriate records and meet all applicable licensing regulations.
7. Train new staff

Salary: \$38,000-\$42,000 based on experience. In addition, there will be a signon bonus of \$1,500 after 90 days and an additional \$1,500 after 180 days.

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
- 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 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: Resume, transcripts, and three references

Resumes Until: November 2, 2022

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