



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

YMCA Preschool Program Director

Come Learn and Grow with Us!!

The YMCA's Childcare Program Director is an energetic and passionate leader-mentor of a diverse teaching staff, in accordance with YMCA's mission and quality standards. He/she has a heart for children, families, and teachers; a mind for effective, high-quality educational programming; a spirit for consensus-building; and a sense of humor for everything else. The Program Director serves as the primary talent manager, early learning champion, and parent advocate combined, working collaboratively in the busy office and classrooms of this independent, nonprofit organization. He/she is responsible for managing the daily operations regarding childcare facilities/equipment, childcare budget, emergency response, staff scheduling, enrollment, and all regulatory matters, including state licensing.

Major job functions also include training, monitoring, evaluating, and developing the teaching staff; upholding the program quality standards in compliance with Michigan's Great Start Initiative; communicating with current and prospective parents; tracking and monitoring enrollment figures; and serving as YMCA's childcare administrative official

Duties and Responsibilities:

1. Provide support, oversight, encouragement, instruction, and professional development assistance to full-time and part-time childcare staff. Conduct annual performance evaluations of all childcare staff. Serve as a classroom substitute for brief periods as needed.
2. Conduct the hiring, orientation, and onboarding of new staff.
3. Manage and forecast enrollment; attend to all enrollment billing matters, including past due accounts and third-party payers.
4. Work with the YMCA's comptroller to develop and comply with budgetary constraints.
5. Deliver, communicate, and monitor curriculum and assessment standards to teaching staff, YMCA families, and other stakeholders as needed.
6. Manage YMCA's professional development schedule, including developing/delivering trainings as needed; oversee staff training records to ensure professional development compliance.
7. Conduct tours and track/promote enrollment among current and prospective families, using YMCA's electronic systems; collaborate in the maintenance of enrollment records.
8. Provide administrative leadership and accountability for YMCA's licensing and quality initiatives.
9. Communicate with families as needed to develop and assure smooth relationships with teaching staff.
10. Possess excellent communication skills (written and oral), as well as organization and planning skills. Write staff and family newsletters, professional correspondence, and reports on a regular basis.
11. Serve as primary spokesperson for the YMCA's branch childcare operations with media and community groups; advocate on behalf of early learning.
12. Represent YMCA in the community by participating in events, seminars, advisory boards, and the like.

Salary: \$49,000-\$51,000 based on experience.

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
- 13% retirement contribution upon eligibility
- Paid Time Off

Job Requirements:

1. Minimally meet the Michigan Department of Human Services requirements for child care center program director qualifications:
 - a. Be at least 21 years of age.

- b. Have at least 2 semester hours or 3.0 CEUs in child care administration or have an administrative credential approved by the Michigan Department of Education.
- c. Have the combination of coursework and classroom experience required by licensing:

Michigan Childcare Rule 400.8113(7): Early Childhood Program Director Qualifications
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	Education	Coursework in Early Childhood Education or Child Development	Hours of Classroom Experience
(a)	Bachelor’s degree or higher in early childhood education or child development		
(b)	Bachelor’s degree or higher in a child-related field including	18 semester hours and	480 hours
(c)	Montessori credential	18 semester hours and	480 hours
(d)	Associate’s degree in early childhood education or child development including	18 semester hours and	480 hours
(e)	Valid child development associate (CDA) credential with	18 semester hours and	960 hours
(f)	Sixty semester hours with	18 semester hours and	1,920 hours

2. Have at least five years of lead-teaching experience in a full-day, center-based program, which may include infant, toddler, preschool, and school-aged classrooms.
3. Have at least three years of successful experience supervising others, including interviewing, coaching, developing, admonishing, and evaluating work performance.
4. Have the ability to pass an initial and intermittent background checks and receive clearance for working near young children.
5. Have a warm, supportive attitude toward children and families of all cultures. Be flexible and willing to adapt to changes in the program.
6. Be willing to accept supervision in order to improve work performance. Be willing to learn from, as well as to guide, teaching staff.
7. Be committed to lifelong learning.
8. Required YMCA trainings:
 - o CPR/AED, First Aid – required within 60 days of employment
 - o Child Sexual Abuse – required within 30 days of employment
 - o Sexual Harassment – required within 30 days of employment
 - o Slips, Trips and Falls – required within 30 days of employment
 - o Blood Borne Pathogen – required within 10 days of employment
9. 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:** July 16, 2023

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