



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Ed Thomas YMCA of McCook Job Announcement

Job Title: **Child Care Director**

Status: TBD

Salary: TBD

Reports to: CEO

Revision Date: May 2020

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides overall direction and supervision for all programs in the Child Care Department. Provides a quality experience to children and parents that focuses on engagement, structure, and new learning opportunities. The Child Care Director will be trusted with a wide of range of tasks that will be essential to the smooth running of the Child Care Department, including the hiring and supervision of staff, and new program development. Currently the Child Care Department consists of the following programs: After School Care, Summer Camp, & Child Watch.

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates the school age all child care programs. Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and **achieve** goals.
3. Develops, manages and controls budgets related to the position. Ensures program operates within budget and that program fees are collected.
4. Assures compliance with federal, state and local regulations as they relate to program areas. Ensures that YMCA program standards are met and safety procedures followed.
5. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
6. Develops and maintains relationships with state child care licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner.
7. Provides staff leadership for annual fund raising campaign and committees as assigned.
8. Maintains proper records/department files.
9. Develops and initiates departmental marketing and promotion strategies.
10. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
11. Assists with the planning and preparation of YMCA related special events.

Ed Thomas YMCA
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(308) 345-6228



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12. Assists in YMCA fund raising activities.
13. Performs other duties as assigned.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. One to two years related experience preferred, as a coordinator or supervisor of child care programs.
3. Fulfillment of state-specific hiring standards and completion of YMCA program specific certifications.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

APPLICATION PROCEDURES:

1. Email cover letter, resume, and three professional references to the CEO, Mitch Gross, at mgross@mccookymca.org.
2. Deadline for submission: Open until filled

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