



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: **Child Development Director**  
FLSA Status: Exempt  
Status: Full Time  
Reports to: Ed Thomas, CEO

Job Code: 031-SLW  
Department: 031  
Revision Date: 11/03/2018

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### POSITION SUMMARY:

The position of Child Development Director supports the work of the Sidney-Shelby County YMCA, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The position is responsible for all facets of the Child Development Center (CDC) Program including but not limited to the development, organization, and implementation of a quality and successful CDC program.

### ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates all of the CDC programs for assigned location(s). 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. Supports and budgets for healthy eating through coaching, mentoring, and monitoring menu quality
4. Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed. This includes meeting and maintaining ODJFS Step Up To Quality standards for a minimum three star rating.
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, United Way, 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, special events and committees as assigned.
8. Maintains proper records/department files.
9. Organizes special events for parents. Assists in YMCA fund raising activities.
10. Assists with Program Committee meetings.
11. Assists in the marketing and distribution of program information.
12. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
13. Performs other duties as assigned.

### **YMCA COMPETENCIES (Team Leader):**

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

***Collaboration:*** 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. 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. Minimum age requirement of 21. Must be able to comply with all background requirements and meet acceptable standards.
4. If not already qualified, must be able to attain needed requirements within 30 days of hire including: completion of Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
5. Fulfillment of state-specific hiring standards (if any) and completion of YMCA program specific certifications.
6. Poses working knowledge for planning and managing various budgets.
7. Must have strong verbal and written communication skills. Comfortable with speaking in front of groups.
8. Must be able to manage time and multitask for a demanding schedule.
9. Maintain positive, professional relationships with staff, parents, children and volunteers by being a role-model of the YMCA Character Development values of Caring, Honesty, Respect and Responsibility.
10. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.