

JOB TITLE: Program Director, Nursery & Kids Center

March 2022

SUPERVISOR: Director of Childcare Services

SALARY RANGE: \$43,955

EXEMPT POSITION

General Function

Under the general direction of the Director of Childcare Services, the Program Director is responsible for the school site before and/or after school hours to meet the needs of families for school-age childcare services. The Program Director is responsible for all operations of the YMCA Nursery & Kids Center. He/she must perform all duties in a safe prudent manner. At the Jefferson City Area YMCA, we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission: caring, honesty, respect, responsibility.

Know How

A successful applicant must have at least 90 hours of college education in a related field (elementary education, child psychology, physical education, recreation, sociology-18 hours). Must be state-certified child care director for 99 children. Must be sensitive and mature, motivated to work with children and adults. Must obtain CPR and First Aid certification. Must provide a current physical and TB test. Must clear a criminal background check. Must obtain a Class E driver's license.

Job Segments

1. Facilitate and guide the teaching of caring, honesty, respect and responsibility in our YMCA.
2. Oversee Nursery and Kid's Center staff. This includes recruiting, hiring, training, scheduling, evaluating staff performance both formally and informally, and approving payroll. (50% of job).
3. Create annual Nursery budget, and ensure that expenses adhere to the expense budget.
4. Collects relevant program data monthly and provides in a timely fashion.
2. Serve in an administrative capacity with School-Age Childcare (50% of job). Serve as state-licensed director at one Y-Care site as needed. Train and supervise assistant(s) at sites supervised. Assist with summer camp administration, including the CIT program.
3. Thoroughly understand and implement state and local regulations regarding childcare.
4. Develop and implement high-quality childcare curricula and activities for students of various ages and developmental stages.
5. Attend at least 12 state-approved clock hours of training per year, including Child Abuse Mandated Reporter training.
6. Establish and maintain productive and harmonious relationships with Y members, staff members, parents, and school staff and administration.
7. Adhere to all YMCA risk management policies and procedures, and ensure subordinate staff are doing the same.
8. Guide behavior of children in programs using developmentally-appropriate practices.
9. Obtain Y-USA team leader certification.
10. Perform other duties as may be assigned.