



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **Child Care Manager**
FLSA Status: Non-Exempt
Leadership Level: Supervisory (\$20-\$30)

Reports to: Staff & Youth Development Director
Revision Date: November 2023
Primary Department: Child Care Department

POSITION SUMMARY:

Responsible for overseeing the Shasta Family YMCA Child Care Department's daily operations. Work is performed in accordance with the YMCA's mission, vision, and core values.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Lead the planning and implementation of developmentally appropriate activities for Y Club, afterschool programs and camps by incorporating program standards and curricula from evidence-proven programs, such as but not limited to: Education & Career Programs, STEM Education, Character & Leadership Programs, Y USA trainings, Health & Life Skills, the Arts Programs, Power Scholars Academy/Arly, Sports, Fitness and Recreation Programs and the Search Institutes 40 Developmental Assets.
2. Oversees curriculum development and maintains quality programming. Observes and coaches all childcare staff to assure that their curriculum and guidance practices reflect YMCA philosophy and goals.
3. Ensures classrooms maintenance are safe and sanitary.
4. Ensures students supervision and adherence to the required staff/child ratio standards for licensing, ELOP and Quality Improvement Rating System (QRIS).
5. Assists with administrative components of the operation of the child care programs including, enrollment, staff schedules, team facilitation, marketing and public relations, parent orientations, facility tours and special events.
6. Responsible for assisting in hiring, coordinating staff, and assuring that young children are provided a safe and nurturing learning environment in which early childhood education students perform their practicum experience.
7. Maintains the parent handbooks. Uses reflective listening and constructive feedback to guide staff, students and parents on a daily basis.
8. Ensures compliance with and regulations for Y child care programs. Facilitates changes as necessary in the day-to-day operation of the department in order to maintain a positive and productive working and learning environment. Ensures adherence to the accreditation standards of licensing, ELOP and QRIS.
9. Assists the department director in developing and monitoring the budget. Provides accurate payroll information for all staff. Tracks and reports time for volunteers, mentors and all partnership programs. Assists in record keeping necessary for billing and requested reports.
10. Assist with grant proposals, when necessary, to increase revenue.
11. Directs planning and purchasing of supplies and materials when appropriate.
12. Assures food services provided meets USDA/CACFP requirements.
13. Assists with the development and implementation of marketing plan to increase enrollment. Assists with publishing a parent newsletter each term.
14. Supports the Program Directors when meeting with parents regarding individual needs and concerns on such issues as children with special needs, behavior support, parent- teacher communication, and training suggestions.
15. Forges and maintains collaborations within the childcare department as well as other service and academic departments on campus and campus child care centers. Represents the Y on community committees.
16. Actively demonstrates Y's value of Diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veterans status, nationality, age, origin, first language, geographic location, communication style or work style or status.



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17. Does related work as required.
18. Builds bridges within the community so that all segments of society have access to the Y.
19. All other duties as assigned.

QUALIFICATIONS:

Bachelor's degree with coursework in Childhood Education, Elementary Education or related field is required. Three (3) years of experience teaching and caring for children with two (2) of those years as a head teacher or director. In addition, three (3) years of administrative experience that included budget management and coordinating/advising staff. The three (3) years of teaching and three (3) years of administrative experience may be concurrent. A current Food Handlers Card and current First Aid/CPR card are required. Must be able to pass a criminal background check. Equivalent combination of training and experience will be considered qualifying.

Knowledge of: the principles and practices of child development; and skill in implementing curriculum activities and materials for children; State and local regulations and standards related to childcare and the education of children; and skill in the development and monitoring of a budget.

Skill in: Using appropriate communication techniques with children, college students, staff members and parents; facilitating conflict resolution;

Ability to: facilitate the practice of the program's philosophy and policies; maintain the learning environment in accordance with licensing and State and local standards; ensure that the program is based on current knowledge of child development and early childhood education; effectively use oral and written communications to communicate to managers, employees, and the public; communicate, work, and collaborate effectively with diverse academic, cultural and ethnic backgrounds of college staff, faculty, students and community members; work collaboratively as a member of a team with active and appropriate participation; use active listening and constructive feedback to guide staff and students; observe, coach, and provide feedback to teaching staff; assess the physical health, well-being, growth and development of young children; identify the signs of child abuse and neglect and notify appropriate authorities; prepare written materials for parents and staff; identify staff's, student's and children's' needs and provide appropriate responses; maintain a patient, caring and respectful attitude; keep accurate and detailed records; learn to operate equipment which is necessary to the position; attend meetings and trainings as required; administer infant/toddler First Aid/CPR and work safely in operating equipment and/or performing duties to prevent injury to self and others.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Physical Demands:

While performing the essential functions of these positions, employees in this classification may be required to sit, stand, keyboard, write, listen and speak for extended periods of time. Work involves concentrated mental and visual attention for sustained periods of time. Employees in this classification may be required to bend and stoop and pursue and carry children weighing up to 30 pounds.

Working Conditions:

Positions in this classification work indoors in environmentally controlled conditions and an outdoor environment, with frequent interruptions. Positions in this classification may be exposed to infectious diseases.

Tools and Equipment Used:

In performing the essential functions of the position, the following tools and equipment may be used: laptop and desktop computers, various computer hardware and software, copiers, printers, fax machine, telephone, motorized vehicle and other related tools and equipment.

Supervision:

Works under the general direction of a manager who sets forth broad working policies and program objectives. Positions in this class are responsible for establishing their own work procedures and priorities within broad guidelines.



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Many assignments are self-generated based on a knowledge of work processes and results that must be achieved. Work results are evaluated periodically by the manager to assess results obtained and for conformance to overall program goals and professional standards. Review of work in progress is generally in the form of collaborative consultation and resolution of problems rather than setting forth specific direction and procedures for employees to follow.

Positions in this class may assign tasks, trains, provides priorities, and monitors work results of hourly classified and student workers.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____