

# CENTRAL CONNECTICUT COAST YMCA

## JOB DESCRIPTION

Job Title: **Child Care Coordinator** Branch: Fairfield YMCA  
Reports to: Executive Director  
FLSA Status: Non-exempt and Part-time

### GENERAL FUNCTION

Under the direction of the Executive Director, the **Child Care Coordinator** is responsible for supervising all aspects of the preschool, nursery school, and school age child care programs. This includes staff supervision, curriculum development and implementation, communication with parents, compliance with licensing and accreditation standards as well as daily interaction with children. He/she is also responsible for providing a program that fosters children's social, physical, spiritual, and mental growth. At least 75% of work week will be in direct service while 25% will be in administration.

### KNOW-HOW

1. Must be at least 21 years of age and have a high school diploma or equivalent.
2. Must have at least one of the following (a, b, c, d or e):
  - a. **CDA (Child Development Associates Credential) plus 12 approved credits** in early childhood education and at least **1080 hours** of documented supervised experience over a nine month span of time, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
  - b. **Child Development Certificate (CDC) plus at least 1080 hours** of documented supervised experience over a nine month span of time, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
  - c. **Associate's degree in Early Childhood Education plus at least 1080 hours** of documented supervised experience over a nine month span of time, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
  - d. **Bachelor's degree in Early Childhood Education plus at least 360 hours** of documented supervised experience over a nine month span of time, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
  - e. **Associate's or Bachelor's degree** in alternate field plus 12 approved credits in early childhood education and at least **1080 hours** of documented supervised experience over a nine month span of time, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
3. Must become certified as designated site director within one year of being hired. This entails obtaining 3 credits in the administration of early childhood education programs or educational administration from an institute of higher education.
4. Must have demonstrated experience in the design and implementation of preschool and school age curriculum that promotes literacy, is developmentally appropriate and meets all licensing and/or accreditation standards.
5. At least two years of supervisory experience is required.
6. Must be able to lift at least 40 pounds and complete repetitive lifting, bending, stooping and/or kneeling.
7. Must possess sufficient visual and auditory acuity to respond to emergency situations in a timely manner during high activity.
8. Must be proficient in various software programs.
9. Valid driver's license required and CDL license must be obtained within 6 months

10. Must have documentation of a physical examination every two years and a TB Tine Test upon hire and must submit Department of Public Health Background Check and fingerprinting forms within 30 days of hire.
11. Connecticut Child Care CPR/First aid certification is required.
12. Administration of Medications certification is preferred but required within 6 months of hire.
13. Bilingual in English and Spanish preferred.

### **Principal Activities**

1. Model and teach the values of caring, honesty, respect, and responsibility as well as YMCA childcare philosophies with participants, parents, colleagues, school officials, staff, and other constituents.
2. Under the direction of the supervisor and in consultation with the head teachers, develop and implement a comprehensive program that meets the emotional, physical, intellectual, and social needs of both the individual and the group in accordance with the goals and policies of YMCA programs.
3. Develop and maintain personal relationship with children that inspire trust and confidence. Assist each child with meeting personal goals and those established by the program.
4. Use appropriate and positive behavior management according to the YMCA discipline policy and to train staff so that behavior management is consistent.
5. Ensure proper care and safety of children at all times.
6. Conduct lessons with various classrooms on a scheduled basis at least 10 hours per week.
7. Execute day-to-day responsibilities to create a safe, secure, and enjoyable environment. Enforce all safety regulations, including keeping the children and program areas clean and safe. Carry out disciplinary action when necessary and in accordance with the Discipline Policy. Anticipate and minimize potential problems with the children or the environment and respond effectively and in accordance with YMCA guidelines. Execute and enforce all safety regulation policies and procedures, including those for the prevention of child abuse. Conduct 10 fire drills per year per site.
8. Maintain positive relationships with parents, state inspectors, and members of the Board of Education, superintendents of schools in service area and principals.
9. Maintain all records and files – including but not limited to accurate documentation of attendance, emergency information, health records, and accident/incident reports for each child and staff member.
10. Directly supervise head teachers. Assist with the recruitment and training of all pre-school and school age childcare staff. Provide feedback and assist with the completion of annual performance reviews. Provide coaching to staff to prepare them for increased responsibilities.
11. Relate cooperatively with all program staff and business office personnel regarding enrollment, absences, withdrawals, and any and all issues pertinent to the safe and effective operation of the program.
12. Observe, record, and report significant individual and group behavior, keeping any and all information pertaining to children and families' confidential (releasing information to the proper authorities only with written permission from parents or legal guardians). Report promptly and complete the necessary forms for any difficult or dangerous situation which may occur, including any difficulties or concerns from children, parents, staff, or other involved parties.
13. Familiarize self with State of Connecticut Department of Public Health rules and regulations for operating a child care program and ensure that the site is in accordance with State standard at all times. Consistently check emergency supplies and equipment and ensure staff has current certifications. Immediately report any violations to the childcare director or program director.
14. Provide supervisor with a regular and ongoing reports detailing activities, problems, and suggestions.
15. Attend staff and committee meetings as designated by supervisor. With the approval of the supervisor, attend professional training workshops and other training programs, providing written documentation for personnel files.
16. Assist with general housekeeping tasks in order to maintain a warm and safe environment that is orderly, clean, and stimulating and permits the child to grow and explore.
17. Maintain a positive, professional attitude and loyalty to the YMCA childcare program, its families and staff. Keep up to date on YMCA programs and events. Promote them to participants and parents.

18. Be knowledgeable in and convey by word, action, and attitude YMCA philosophies to children, parents, staff, and others.

19. Perform other general duties as determined by the needs of the program.

### **EFFECT ON END RESULT**

1. To the extent that financial and enrollment targets for programs are met or exceeded

2. To the extent that programs meet or exceed quality targets as evidenced by regular surveys of parents and participants.

3. To the extent that program meets or exceeds licensing and/or accreditation standards.

4. To the extent a quality childcare program exists that reflects a positive image of the YMCA and its services to the community.