Central Connecticut Coast YMCA  
Position Announcement

Job Title: Child Care Director  
FLSA: Exempt – Full-time  
Reports To: Executive Director of Child Care Services  
Work Location: Bridgeport YMCA

A Career with a Cause:
At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

General Function:
This position requires strong skills and passion in the areas of relationship-building. This includes proficiency with active listening skills; patience; ability to effectively communicate verbally and in writing and to do so with a diverse population in a fast-paced environment. A willingness to engage members and to connect them to staff and members to each other is essential.

The Child Care Director will enhance the YMCA’s role in child care with the direction and support of the Executive Director of Child Care Services. The Child Care Director will ensure that operations and staff at all School Readiness (preschool), Lighthouse (school age) sites, and the Day Camp program meet or exceed all standards of the YMCA as well as for licensing, accreditation and/or funders. The Child Care Director shall conduct a safe program experience for child care encompassing the child's total development in accordance with established YMCA goals and philosophy. The Child Care Director shall assume the duties of the Executive Director of Child Care Services in their absence.

Salary and Benefits:
- Salary Range: $47,500 - $60,000 per year
- YMCA Retirement Fund Contribution: 12% (Y-11%; employee-1%)
- Health Insurance (3 plans with significant employer contribution for employee’s premium)
- Training and development including conferences, workshops, and membership in professional organizations

Essential Duties and Responsibilities:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of this position include, but are not limited to the following:

- Model and teach the YMCA values of caring, honesty, respect, responsibility, and serve as role model to children, parents, visitors, and other staff.
- Offer 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 the YMCA programs.
- Ensure that program operations meet or exceed all standards of the YMCA, funders, and accreditors.
- Develop yearly budget and marketing plan for SECC, summer camp, and other child care programs in coordination with Executive Director of Child Care Services.
- Assist with ongoing observations and supervision of preschool, child care, and summer camp staff including coaching, discipline, performance reviews, recruitment, interviewing, and placement.
- Maintain records of education and certifications for all staff.
- Ensure proper care and safety of all children at all times. Be familiar with and follow emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children. Includes conduction of eight fire drills per year.
- Establish and maintain effective communication with parents.
- 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; keeping any and all information pertaining to children and families confidential.
- Assist in the administration of the Care 4 Kids child care assistance program.
- Relate cooperatively with all program staff and business office personnel regarding all issues pertinent to the safe and effective operation of the program.
- Ensure that the site is in accordance with State of Connecticut Office of Early Childhood (OEC) rules and regulations for operating a child care program at all times.
- Provide a monthly report detailing activities, problems and suggestions.
- Attend staff and committee meetings, and professional trainings.
- Maintain a warm and safe environment that is orderly, clean, and stimulating and permits the child to grow and explore.
- Maintain a positive and professional attitude, and loyalty to the YMCA, its families, and staff.

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• Report 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.
• Be knowledgeable in and convey by word, action and attitude YMCA philosophies to children, parents, staff, and others.
• All other duties as assigned.

Experience and Education:
• Bachelor’s degree from an approved university in Early Childhood Education or a bachelor’s degree in another field plus the Early Childhood Teacher Credential (ETCT in the age group with which incumbent will be working).
• 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.
• At least two years of supervisory experience required.
• At least one year of experience working in a grant-funded child care program with responsibilities for budget development, monitoring and/or processing or reports.

Qualifications:
• Knowledge of and experience with implementation of NAEYC accreditation standards as well as Department/Office of Early Childhood Education licensing standards.
• Incumbent must be able to prepare student portfolios based on Connecticut Benchmarks and NAEYC classroom portfolios.
• Experience in collecting and interpreting data used in assessments, portfolios and reports.
• Must have documentation of a physical examination every two years and a TB Tine Test upon hire and must submit Office of Early Childhood (OEC) Background Check and fingerprinting forms within 30 days of hire.
• Bilingual in English and Spanish preferred.
• Must be able to plan and implement developmentally appropriate activities according to the CT Early Learning Development Standards (CT ELDS).
• Excellent verbal and written communication skills with diverse populations.
• Proficiency software applications including Microsoft Office. Must demonstrate knowledge and ability to enter data, registrations, payments and all other information pertaining to the child care programs using DAXKO software.
• Must possess sufficient visual and auditory acuity to respond to emergency situations in a timely manner during high activity.

Trainings & Certifications:
• Connecticut Child Care CPR/First aid certification is required and must be maintained.
• Administration of Medications and Epi-Pen certification is preferred but required within 6 months of hire.
• Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
• Must complete other New Employee training within the first 90-days of employment.
• Must complete Child Abuse Prevention trainings within the first 90-days of employment.

Core Competencies:
• Communication - Listens and expresses self effectively in a manner that reflects a true understanding of the needs of the audience.
• Values - Demonstrates in words and actions the Y’s core values of caring, honesty, respect, and responsibility and a commitment to the y’s mission, in all matters at all times.
• Inclusion - Values all people for their unique talents and takes an active role in promoting practices that support diversity, inclusion, and cultural competence.
• Decision Making - Integrates logic, intuition, and sound judgment to analyze information to identify greatest opportunities, make sound decisions, and solve problems.
• Relationships - Builds authentic relationships in the service of enhancing individual and team performance to support the Y’s work.
• Community - Delivers the benefit of good health, strong connections, greater self-confidence, and a sense of security to all who seek.
• Developing Others - recognizes an axe and the need to continually develop others capacity is to attain the highest level of performance possible.
• Project Management - Supports goal attainment by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating impact.
• Quality Results - Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.
• Emotional Maturity - Demonstrates effective interpersonal skills.
• Functional Expertise - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Effect on End Results:
This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Child Care Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.
• Having a fully enrolled child care, summer camp, and creative educational programs.
• Personal and YMCA child care goals are met or exceeded.
• The extent to which there is good supervision of programs and staff, producing a high-quality program for children.
● A quality child care program exists and reflects a positive image of the YMCA and its services to the community.
● Program meets or exceeds licensing and/or accreditation standards.
● Ensure all aspects of the strategic plan are implemented, monitored, and recorded.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand; walk; run, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:
This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Association Profile
● The CCCY is a YMCA North American Network Y (one of the 70 largest Ys in North America) with an operating budget of $27.7M.
● The Y delivers a full range of youth development, healthy lifestyle, and aquatic programs and services at our nine full-facility branches, two youth and community centers, and our resident camp in The Berkshires of Massachusetts. Through our Alpha Community Services Y Branch we lead the way in affordable supportive housing initiatives in Bridgeport and New Haven.
● The CCCY serves portions of Fairfield and New Haven Counties with a population of 850,000 including twenty-five towns and cities (Bridgeport and New Haven). Some suburban towns are 95% Caucasian and have median incomes of $180,000. Bridgeport and New Haven include strong minority communities where 50-75 different languages are spoken. Median income in Bridgeport and New Haven is $30,000. Our service area is a true example of the “two Connecticuts” with people of great wealth neighboring cities with many living in poverty.
● Steadily improving financial performance with recent balanced budgets including full funding of depreciation on contribution to reserves.
● 1,700 committed volunteers who donated 35,000 hours of service in 2016.
● 150 full-time and 1,000 part-time employees.

Advantages to the Area:
City hot and country cool is a description sometimes used for Coastal Fairfield and New Haven Counties. Our service area includes many affordable towns with great school systems and choices. This is a great place to raise a family. The greater New Haven area includes wonderful arts and cultural opportunities in addition to the many activities offered through Yale University. We are located 1.5 hours from New York and 2.5 hours from Boston. There are beaches, access to college and professional sports, and diverse towns and neighborhoods. The recreational opportunities in Connecticut and New England are fantastic!

Websites for More Information:
www.cccymca.org
www.gnhcc.com
www.brbc.org

Application Information:
Submit a cover letter, resume, and four references by November 3, 2017 to Terry McCarthy at tmcmarthy@cccymca.org