



Twin Pike Family YMCA Job Description

Job Title: **Program Director – Bowling Green/Frankford/BONCL 21st CCLC Grant**

FLSA Status: Non-Exempt
Part-Time

Reports to: Executive Director

Revision Date: 4/2023

Position Summary:

Responsible for the delivery of the 21st CCLC program within the Bowling Green/Frankford and BONCL school districts, including supervision of site level management staff, their development of curriculum and instruction. Work with the school district's administration to implement the educational services. Ensures programs are in compliance with YMCA, 21st CCLC grant and state licensure requirements. Works with all child care staff to see that the program provides a quality experience to children and parents that focuses on the YMCA core values: Caring, Honesty, Respect and Responsibility.

Essential Functions:

1. Conducts ongoing assessment of staff functions to determine required core competencies and skills to meet the requirements of the 21st CCLC grant and the YMCA and designs and implements training as needed. 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.
2. Ensure childcare programs implemented in the Bowling Green/Frankford and BONCL school districts operate under established YMCA, 21st CCLC and state licensure guidelines.
3. Work on-site at the 21stCCLC office with visiting all sites Bowling Green/Frankford and BONCL several times weekly to support the daily operations of the child care programs and to oversee staff, curriculum implementation and adherence to state licensure regulations.
4. Substitutes for Site Coordinators at Bowling Green/Frankford and BONCL as needed.
5. Responsible for maintaining state licensure certification at each child care site.
6. Work with Executive Director to ensure completion of necessary reports required by 21st CCLC, state licensure and YMCA of the USA.
7. Highly involved with budget, payroll and all aspects of the 21st CCLC grant.
8. Works with Business Manager on maintaining BGB 21st CCLC grant budget, payroll and grant adherence. Ensures Administrative Assistant receives all personnel, site licensure and Kid's Care data entry information.
9. Oversee billing and collection of child care fees.
10. Maintains communication with staff, school administration and parents, and engages them as volunteers.
11. Ensure site level inventories are maintained.
12. Ensures required site-level program records are maintained.
13. Conduct and/or attends staff meetings and staff training and designated YMCA programs or events.
14. Represent the YMCA in state, regional or national groups by attending designated meetings.

Qualifications:

1. Bachelor's degree in education required, Master's degree preferred.
2. One or more years of management experience in child educational services, with supervision of multi-site operations.



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3. Meets educational and experience qualifications established by state child care licensure certification and the 21st CCLC grant guidelines. State Licensure designates candidate must be at least 18 years old.
4. Meets state licensure and 21st CCLC grant requirements regarding CPR, First Aid, AED certifications.
5. Must pass all required background checks established by YMCA, state child care licensure certification and the 21st CCLC grant guidelines.
6. Completes YMCA Child Abuse prevention training and all other required trainings within designated time of hire.
7. Ability to supervise the planning, organizing, and implementation of age-appropriate and developmentally appropriate program activities at multiple program sites.
8. Must possess a valid driver's license.
9. Previous experience with diverse populations.

Physical Demands:

1. Must be able to pass a pre-employment drug test.
2. Ability to stand or sit for extended periods of time, bend, reach and lift.
3. Must be able to lift 30 lbs.
4. Must be able to drive in order to make site visits weekly.

Benefits:

- Free individual TPFY membership/program discounts when you work at least 8 hours per month.
- Eligible to participate in 403B savings account through Retirement Fund.
- Pay Rate: \$30.00/hr.