

## Twin Pike Family YMCA Job Description

Job Title: **Program Director – Bowling Green 21<sup>st</sup> CCLC Grant**

FLSA Status: Non-Exempt

Reports to: Education Coordinator

Revision Date: 1/12

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### **Position Summary:**

Responsible for the delivery of the 21<sup>st</sup> CCLC program within the Bowling Green school district, 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, 21<sup>st</sup> 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: honesty, respect, responsibility, and caring.

### **Essential Functions:**

1. Conducts ongoing assessment of staff functions to determine required core competencies and skills to meet the requirements of the 21<sup>st</sup> 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 school district operate under established YMCA, 21<sup>st</sup> CCLC and state licensure guidelines.
3. Work on-site at both Bowling Green and Frankford, visiting both sites 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. Responsible for maintaining state licensure certification at each child care site.
5. Work with Education Coordinator to ensure completion of necessary reports required by 21<sup>st</sup> CCLC, state licensure and YMCA of the USA.
6. Responsible for oversight of Bowling Green 21<sup>st</sup> CCLC Business Manager and ensures admin staff is meeting requirements for data entry of the Kid's Care data system.
7. Oversee billing and collection of child care fees.
8. Maintains communication with staff, school administration and parents, and engages them as volunteers.
9. Ensure site level inventories are maintained.
10. Ensures required site-level program records are maintained.
11. Conduct and/or attends staff meetings and staff training and designated YMCA programs or events.
12. Represent the YMCA in state, regional or national groups by attending designated meetings.

### **YMCA Competencies (Multi-Team or Branch Leader):**

Mission Advancement: Reinforces the Y's values within the organization and the community.

Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

*Personal Growth:* Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Qualifications:**

1. Bachelor's degree in education, Master's degree preferred.
2. One or more years management experience in child educational services, with supervision of multi-site operations.
3. Meets educational and experience qualifications established by state child care licensure certification and the 21<sup>st</sup> CCLC grant guidelines. State Licensure designates candidate must be at least 18 years old.
4. Meets state licensure and 21<sup>st</sup> 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 21<sup>st</sup> CCLC grant guidelines.
6. Completes YMCA Child Abuse prevention training within 30 days of hire date.
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.

**Please send application and resume to:**

Twin Pike Family YMCA  
Attn: Denise Ash  
614 Kelly Lane  
Louisiana, MO 63353

**Apply by email to:**

denise.ash@sbcglobal.net