

Position Title: Director of Early Childhood
Center: Preschool, Early Care Wrap Around & Summer Camp
Supervisor: Senior Director of Youth Development
Work Schedule: **Full Time** ___X___ **or** **Part Time** ____
Time Period: Permanent

Purpose: The YMCA of Paterson is a non-profit 501 (c) (3) organization, which promotes values through programs that build healthy spirit, mind, and body through educational, recreational, and residential programs for people of all ages. The primary purpose of the YMCA of Paterson has always been to serve youth and their families.

JOB SUMMARY: The Director of Early Childhood Education develops, supervises and evaluates early childhood programs for the YMCA of Paterson, NJ and its community locations. The E.C.E. Director also serves as an active member of the management team, and actively participates in a variety of cross-departmental projects, training, workshops, committees, initiatives and fundraising as requested and that advance the organizations' mission and strategic plan goals.

Requirements:

- Communicate, teach, and model the YMCA of Paterson Values: Caring, Honesty, Respect, & Responsibility
- Communicate, teach, and model the YMCA Focus: Youth Development, Healthy Living, & Social Responsibility
- Follow and adhere to the YMCA of Paterson Policies and Procedures

Qualifications:

- MA in Early Childhood Business Administration or Curriculum & development (If Curriculum & Development must have @ least 3 yrs. experience in business management.
- Minimum acceptable qualification is BA in a related field with a P3 or N-8 Certification and 5 yrs. of practical experience in fiscal management and supervision of an early childhood setting.
- Demonstrate competence in strong organizational skills, conflict resolution, communication, risk management and programming.
- Working knowledge of computer skills and knowledge of current computer office programs.
- Meets the requirements of N.J. State laws and YMCA Protective Factors for working with children. (I.e. CARI, CHRI Fingerprinting clearance as required in respective manuals)
- Able to work under supervision. Enthusiastic, courteous and friendly with children, parents and staff.
- Committed to the mission and purpose of the YMCA.
- Good health and cleared Manitou test confirmed by a physical examination. Have sufficient physical, mental and emotional health to perform all of his or her responsibilities which includes lifting and bending.
- YMCA Organizational Team Leader Certification within 24 months of hire and obtain recertification as required.
- Possess a valid NJ Driver's License and meet the requirements of the YMCA of Paterson's Insurance Company's criteria.

RESPONSIBILITIES:

Personal

1. Maintain a professional personal image and conduct oneself in a manner that is supportive of teamwork.
2. Maintain professional development hours annually as specified by State Office of Licensing, NJ DOE and Y-USA.
3. Maintain memberships to a professional early childhood organizations.
4. Maintain appropriate CPR, First Aid, AED & Oxygen Certifications, or obtain within 3 months of hire.
5. Must demonstrate and provide proof of your continued connection with the community served by the YMCA of Paterson.
6. Must understand and maintain the confidentiality of staff & students' records and knowledge of family information. This includes maintaining a high ethical sense of confidentiality of all business factors as it relates to the YMCA of Paterson.

7. Participate in Healthy Kids Day.

Program Management

Develop and supervises the components of early childhood operations, curriculum, evaluation, Registration, promotion, record keeping, budgeting, staffing, risk management and marketing.

1. Coordinate the hiring and training of all subordinate staff within their orientation period. Ensure that staff maintain appropriate credentials as guided by licensing annually.
2. Promote the professional growth & development of staff as YMCA cause driven leaders and a comprehensive understanding of its impact in the field of early childhood. Keep direct reports updated on relevant information regarding YMCA operations, initiatives and news.
3. Facilitate staff schedules.
4. Develop and maintain the operation of an effective budget by ensuring the appropriate use and recording of all funding sources.
5. Develop a plan with the goal of recruiting & maintaining full enrollment.
6. Attend all Abbott District Early Childhood meetings and work closely with the Paterson School District staff.
7. Attend all YMCA department director meetings as well as develop and maintain positive relationships with area organizations serving the early childhood community. Represent the YMCA and maintain helpful relationships with community and YMCA organizations and groups.
8. Develop and carryout workshops/meetings for the growth and awareness of parents within the Early Childhood community.
9. Provide opportunities for parent involvement in programming and fundraising. Additionally will actively participate in YMCA corporate fundraising initiatives including but not limited to the YMCA Annual Campaign.
10. Maintains risk management disciplines with children during all activities according to the YMCA Child Abuse Prevention Policy, Code of Conduct and protective factors.
11. Participates in the creation & execution of the strategic plan.
12. Ensure the program maintains a healthy and safe environment, which includes the facility areas serving enrolled children, facilitation of nutritious meals, and strictly adhering to guidelines provided by DOH concerning the Policies for sick Children.
13. Would participate in marketing efforts of the YMCA to promote early childhood and other marketing initiatives as requested.

Must take action to:

1. Keep the Chief Senior Director of Youth Development & CEO apprised of matters requiring his/her attention. Including but not limited to the following:
 - a. Risk management
 - b. Finance
 - c. All matters beyond immediate control.

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with the job. They are intended to be accurate reflection of the principle requirements.