

PATERSON YMCA PRE-SCHOOL PROGRAM

JOB DESCRIPTION

POSITION: Director of Early Child Care

SUPERVISOR: Senior Director of Youth Development

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**

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, initiates and news.

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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.