



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **Child Development Director**  
weekend and holiday work maybe required  
Job Type: FT  
FLSA Status: Exempt  
Reports to: Senior Program Director

Schedule: Varies, evening,  
Job Code: 06400000  
Salary Range: \$45-55k  
Revision Date: March 2021

The Child Development Director (CDD) is a community leader working with both Y administrators and community partners to facilitate enrichment based child care. The CDD is responsible for strategic program design and development that provides a consistent and exceptional parent/child experience. This position is responsible for the overall development, management, marketing and assessment of all YMCA Child Development programs and staff (After School and Camps). High quality customer service is essential, which includes but is not limited to clear and consistent communication with all involved (staff, partners and participants) and for presenting a positive attitude toward the YMCA, its staff, and its programs.

### **ESSENTIAL FUNCTIONS-JOB DUTIES**

**Staffing and Operations** - Performance in this responsibility will be up to standard when I have:

- 1) set standards for qualified staff; set standards for safe program;
- 2) hired, supervised, evaluated, and promoted staff for after school, camp and other child care programs, and made sure that all positions are filled at all times, and that substitutes are available when necessary;
- 3) ensured that all staff are properly oriented to their positions, performance standards, site location, supplies, policies and procedures, financial procedures, and fingerprinted;
- 4) held monthly site director meetings, as well as special staff meetings as necessary;
- 5) kept current on what training is available for self and staff and bring requests for training to management for approval;
- 6) visited the sites on a regular basis to ensure the programs are running smoothly and appropriately;
- 7) been aware of growth in programs to provide additional staff as needed;
- 8) been available to talk with parents of children and for site director/parent conferences when necessary;
- 9) set up special camps as needed;
- 10) scheduled and maximized use of the YMCA vans/buses, and communicated schedule to management (drivers must be 21 years old or older and submit a driving record report);
- 11) enhanced child care programs by working with child care staff to establish curriculum, by implementing a training program for all employees, and by conducting surveys to assess the needs for programs;
- 12) planned and assisted in fundraising and special events when needed;
- 13) created, applied, and evaluated internal goals and standards including and assisted in implementing YMCA's annual strategic plan.

**Adherence to Best Practices** - Performance in this responsibility will be up to standard when I:

- 1) know the process for obtaining a license through the state; and am adhering to State, New Mexico Out of School Time and YUSA best practices, and am able to respond to deficiencies should they occur;
- 3) have reviewed and adhered to endorsed best practices recommendations

**Budget** - Performance in this responsibility will be up to standard when I have

- 1) worked with Senior and Executive Director to develop and meet budget for programs;
- 2) assisted and kept up with available grant proposals to increase funding for child care programs and set goals for the use of the monies, if/when available/applicable.

**Marketing** - Performance in this responsibility will be up to standard when I have:

- 1) learned and utilized industry standards for marketing;
- 2) marketed the program to increase enrollment using the means of brand-compliant fliers/materials, contributed to newsletters, press releases; participated in public appearances, etc. and distributed information to local media;

- 3) networked as needed with other child care providers in Los Alamos;
- 4) worked with the school district, LANL, and parents in distributing information about our programs;
- 5) informed the board and served on committees as needed, on short-term and long-range support for the programs.

**Other—**

- Participated in meetings with other YMCA directors and staff as needed; and performed other duties as requested;
- Assisted with and/or created special events;
- Supported YMCA Annual and United Way campaigns.

**JOB QUALIFICATIONS:**

**EDUCATION/KNOWLEDGE/EXPERIENCE:**

**Education:** 4-year degree in Human Services, Child Development, Psychology or related field required. **Experience:** A minimum of 3-5 years' experience in professional position.

**Must have the ability to:**

- be good judge of people and have ability to supervise and manage people; plan and organize;
- relate well to both children and adults;
- provide well-supervised, high-quality child care programs, and be able to know and implement best practice standards and to meet these requirements;
- meet frequent deadlines and time pressures with a positive attitude;
- communicate well both orally and in writing; type and learn computer applications;
- drive and have a valid license to drive for emergency situations;
- must pass CPR/AED/1st Aid certification within 3 months from original date of hire and maintain while employed.
- have adequate vision to review documents and computer screens and adequate hearing to respond to members and interact with the public;
- lift 35 pounds using proper technique;
- learn and follow and enforce local YMCA and national guidelines related to internal policies, employment and benefits administration.
- Travel on occasion for training is required.

**Desired End Result:** Smooth operation of all the YMCA childcare programs and have documented continuous improvement.

**OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**JOB DESCRIPTION REVIEWED & UNDERSTOOD:** I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

**Compensation:** Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Senior Program Director.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_