



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA of Northern Utah

Job Title: **Early Childhood Education Director**
FLSA Status: **Exempt**

Job Grade: **6**
Job Location: **Weber County**

Reports to: **Regional Director**

Posting Date: **05/11/18**
Primary Function/Department: **ECE Youth Development**

POSITION SUMMARY:

Under the direct supervision of the Regional Director, the Early Childhood Education (ECE) Director is responsible for taking the initiative to develop and grow ECE programs through innovative and forward thinking approaches. Responsibilities include but are not limited to meeting and/or exceeding revenue and enrollment goals for all ECE programs. The ECE Director will also work closely with the Regional Director, and related staff in participant retention and to ensure the organization is providing timely, efficient and consistent service. The ECE Director will spend approximately 50% in related administrative functions and 50% in ECE programming support. This position is responsible for the ECE Department including staff recruitment, training, development and evaluation. Supervision includes program managers, coordinators, leaders, tutors, liaisons, and assistants. This position is key in communicating the YMCA Mission and Goals to the participants, staff, and community.

ESSENTIAL FUNCTIONS:

Program Management

- Oversee implementation and the administration of ECE Programs and activities, Enrollment and daily attendance goals, Curriculum, Data management
- Direct and Manage partner relationships related to assigned operational sites
- Customer relations - work with families to meet needs and address family and/or school concerns
- Conduct regular site visits and provide suggestions to staff for program improvement leading and directing staff to have ownership and accountability.
- Manage and perform site evaluations to ensure quality, safety and licensing requirements
- Oversee programming changes, manage complaints, and problems
- Evaluate program performance, report on performance, and respond to performance highlights and issues
- Oversee all program reporting through computer generated reports

Financial Management

- Develop annual ECE departmental budgets; track program site budgets regularly and work within budget parameters
- Oversee budget expenses and monitoring of budget to actual performance including evaluating and approving department staff expense reports.
- Direct and train teachers/staff on responsibility of program inventories including purchasing supplies and equipment and reporting of inventory and needs
- Management of billable contracts specific to program/sites in collaboration with Regional Director
- Direct, Manage, and regulate staff hours, review and approve all staff timecards



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Results and Metrics

- Track and manage data for ECE Department: Financial, Participation, Satisfaction, etc.
- Prepare reports to communicate department performance: financial, participation, satisfaction and other information relevant to the areas of responsibility.
- Implement parent, teacher and student surveys based on association timeline
- Evaluate all metrics that are implemented into programs, to evaluate results for continuous program improvement
- Maintain program site files to collect data and prepare reports needed for accounting and reporting.
- Support and use monthly operational reports. Communicate to supervisor about performance.
- Provide data for reporting to partners, donors and other key constituents &/or support required reports.

Staff Development

- Develop and direct ECE Department staff trainings each year.
- Mentor new staff that are not trained at the first of the year, set up mini-trainings as needed
- Manage the recruiting, hiring, training, staff schedules, supervising and evaluating all program staff for assigned sites/programs.
- Direct and manage all staff meetings and trainings: including preparing agendas, arranging for guest presentations, communication on computer updates, and assuring all staff meet training requirements
- Oversee staff work performance including regular observations, incident reports, disciplinary write ups, and termination.

This is not an exhaustive list of all duties. Responsibilities are based on programming needs and subject to change at any time.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Emotional Maturity
- Developing Self & Others
- Critical Thinking and Decision Making
- Engaging Community

REQUIRED QUALIFICATIONS:

- A Bachelor's degree in Early Childhood Education, Elementary Education, or related field is required, and/or equivalent experience, as well as current Child Development Associate Certification (CDA) required. Experience with Non-profit and/or youth program organizations preferred. Master Degree in related field is preferred.
- 3+ years of supervisory and/or customer service experience preferred
- Strong character values
- Must have strong interpersonal skills with the ability to build rapport and credibility quickly, as well as 2-4 years' experience leading a team producing desired results
- Strong computer skills and a thorough knowledge of: Microsoft Office suite, Google Platform, Web design, and Desktop Publishing Software preferred
- Capacity to develop and utilize systems to properly maintain relationships with prospective and existing families, participants and supporters
- Ability to build relationships with community leaders to develop partnerships and increase growth



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- Hardworking, energetic, problem-solving leadership style
- Proficiency in developing and leading a team of staff and volunteers
- Experience developing, managing and monitoring budgets
- Ability to manage time efficiently to maximize effectiveness in staff oversight, relationship-building, and administration functions
- Must possess an entrepreneurial spirit with the ability to demonstrate flexibility in a rapidly changing, fast-paced and often ambiguous work environment
- Position requires a varied work schedule, including evenings and weekends
- Candidate must be knowledgeable and keep current of center program offerings and the scope of options available to members (including the membership pricing structure)
- Proven track record of taking initiative and developing innovative approaches to surpass challenging performance goals
- Verbal and written Spanish skills preferred
- Certification Requirements: Must be able to obtain and become certified in CPR/First Aid, AED and Food Handlers on thirty days of hiring. Must have current driver's license and obtain driver certification through the YMCA. Child Abuse Prevention training within 30 days of hire date
- Must be able to pass a background check with fingerprinting prior to employment.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in excess of a 40-hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.

The YMCA of Northern Utah provides equal employment opportunities (EEO) to all employees and applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.

TO APPLY:

Interested applications should send a cover letter and resume to Ann Nelson, Regional Director
anelson@ymcasaltlake.org

To learn more about employment at the Y, visit <http://ymcautah.org/employment>