

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007

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www.ywcakalamazoo.org

Last Revised On: January 2013

POSITION: Program Director – YWCA Children’s Center

JOB CODE: PDCC

FUNCTION: Provide management and leadership for NAEYC-accredited child care and education program. Implement the YWCA's mission and strategic goals. Ensure program compliance with YWCA program policies and procedures and with requirements of outside funders and accreditors. Maintain quality program services, staffing and facilities. Act as liaison to YWCA general staff.

QUALIFICATIONS:

1. Bachelor's degree in Education or related required, including minimum 12 hours Child Psychology, Child Development, or Early Childhood Education. Master's degree preferred.
2. Previous experience in an administrative role in an NAEYC-accredited facility preferred.
3. Two years experience each in relevant teaching, staff supervision and direct service provision.
4. Demonstrated leadership ability in program, staff and organizational development.
5. Understanding of finance and budget development and administration.
6. Knowledge of grant writing/management requirements and funding procedures.
7. Demonstrated strong oral and written communication skills.
8. Demonstrated ability to access community resources and build community networks.
9. Demonstrated ability to work well under pressure and in situations that require teamwork.
10. Demonstrated ability to learn and use technology and systems, including computer technology.
11. Must meet health requirements of DHS licensing, including current CPR certification or completion within 60 days of hire date.
12. Demonstrated ability to work with people of diverse backgrounds.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Create a safe, secure atmosphere, conducive to the emotional, physical, social and intellectual needs of program participants (and their families, as appropriate) and ensure the provision of quality services, resource referral and support services.
2. Monitor the program's compliance with requirements of licensing, accreditation, quality ratings, grants, contracts, and funding sources.
3. Supervise all aspects of educational programming and the daily routine for program participants. Review, recommend and oversee implementation of appropriate curricula, materials and supplies for the program.
4. Plan and oversee all program operations, including transportation, and safety, reflecting standards of quality and professional integrity. Direct efficient management of the program following YWCA guidelines, policies, procedures and practices.
5. Select, train, supervise and evaluate program staff (paid, volunteer, student and intern) following YWCA guidelines, policies, procedures and practices. Hold regular and periodic staff meetings and arrange in service training. Arrange staffing patterns to meet program and/or licensing needs.

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6. Encourage parent participation in daily routine as well as parent group functions and be available for parent conferences. Serve as staff support to the Children's Center Parent Advisory Committee, enabling them to fulfill their responsibilities.
7. Manage program operating budget; participate in budget planning/development/monitoring. Monitor tuition accounts and consult with Director of Finance on any action to be taken.
8. With appropriate staff, collaboratively develop goals, objectives and evaluation for the program within the association's strategic plan, including the development of new program components.
9. Comply with applicable local, state and federal licensing requirements/certification and/or regulations.
10. Comply with association policy regarding required reporting of child abuse, elder abuse, suicide and homicide.
11. Act as spokesperson for the program; and, as a YWCA employee, project a positive image of the association and its programs to the community, the association and the program.
12. Safeguard confidential information gained as a result of the job.
13. Maintain program participant, staff and program records, collect statistics and submit reports as required for the association, e.g., the YWCA of the USA, YWCAs of the Great Lakes Alliance, and funding, accreditation and licensing sources.
14. Working with the development department, implement marketing and public relation strategies (including programmatic content for all PR materials, advertisements and news releases) ; coordinate program interactions with relevant community agencies.
15. Participate as a member of the management staff team.
16. Attend board meetings as needed to provide technical assistance and information on child care matters.
17. Work cooperatively with program participants, YWCA staff, Board and volunteers.
18. Participate in local, state and national professional networks.
19. Perform other duties as assigned.

TRAINING REQUIREMENTS:

1. Familiarization with YWCA Personnel Policies, mission, and strategic goals and objectives.
2. Appropriate training and in-service which will occur during employment.

HOURS OF WORK: Full-time. Flexible as a response to program needs and as arranged by the supervisor.

STARTING WAGE RANGE: Commensurate with experience

FLSA STATUS: Exempt

DEPARTMENT: CC

SUPERVISED BY: CEO