



FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

eliminating racism  
empowering women  
**ywca**

Job Title: Director of Licensed Child Care  
FLSA Status: Exempt  
Status: FT  
Reports to: President/CEO

Job Code:  
Job Grade:  
Department: Childcare  
Revision Date: 8/31/2018

---

### **POSITION SUMMARY:**

The Director of Licensed Child Care is responsible for the overall operation of all child care programs, and developing, organizing and implementing high quality YMCA/YWCA child care programs. Leading child care staff, the Director will oversee the instruction and welfare of each child enrolled in child care programs, ensure all activities are in line with state/federal regulations and seek grant opportunities to increase and enhance programs.

### **SUPERVISORY RESPONSIBILITY:**

The Director of Licensed Child Care is responsible for supervision of all exempt and hourly child care staff at all licensed childcare sites in the DCY system, as well as all childcare support staff including kitchen, and any clerical or billing within the department.

### **ESSENTIAL FUNCTIONS:**

1. Serve as a role model to members and Y staff and, at all times live the mission, vision and values of the YMCA and YWCA movements.
2. Provide direct supervision to child care program coordinators and all child care staff to ensure that the goals and objectives are consistent with the Dubuque Community YMCA/YWCA's goals and that licensing standards are maintained.
3. Conduct or assist in the planning of in-service trainings for the child care programs. Ensure regular staff meetings are organized for all child care programs.
4. Assist in the planning and execution of programs and curriculum that meet the highest quality of standards for all programs, including specific knowledge and skills related to Creative Curriculum.
5. Assist in recruiting, hiring, training, supervising and evaluating the work of child care staff. Develop strategies to motivate and achieve goals.
6. Supervise and lead the summer based programs in cooperation with other DCY programs and staff.
7. Monitor city and state activities pertaining to early childhood and school aged child care to keep abreast with current trends in the field.
8. Oversee specialized programs conducted in cooperation with community partners. Work with finance department staff to ensure that all billings for child care programs as well as collections are completed in a timely manner, including the submission of all state and other reimbursement forms, applications, and reports.
9. Seeks grant opportunities to expand and or enrich program activities throughout the childcare programs.
10. Maintain licensing regulations according to state/federal and national guidelines and ensure that updates are conducted in a timely manner to ensure all sites are maintained as fully licensed facilities.

11. Ensure proper record keeping of all payroll records for child care staff and submission to the finance department is completed in a timely manner.
12. Facilitate statewide voluntary preschool programs in cooperation with local community school districts ensuring that QPPS (Quality Preschool Program Standards) standards are met.
13. Prepare and adhere to annual budget with direction from the President/CEO to align with association and department strategic goals and objectives in addition to submission of weekly key indicator and monthly variance reports.
14. Prepare incident reports accurately, consistently and in accordance with established timelines. Communicate to supervisor in writing, accident and discipline situations which require corrective actions. Seek guidance from supervisor and/or HR in unusual circumstances.
15. Ensure all child care staff are certified in Adult, Pediatric, and Infant CPR/AED/FA. Certified as Instructor Trainer for association.
16. Participate in and solicit others to participate in necessary DCY financial development efforts, specifically the Annual Campaign.
17. Maintain certifications listed under Certificates and Other Requirements.
18. Adherence to all policies and procedures of the DCY.
19. Understand and follow all safety rules and regulations including knowledge of emergency procedures and location of emergency equipment.
20. Regular and timely adherence to respective schedule/meetings.
21. All other duties as assigned by the President/Chief Executive Officer.

### **QUALIFICATIONS:**

1. Bachelor's degree in Early Childhood, Teaching, Management or other related field is required.
2. Minimum 3 years of experience working in licensed child care programs is required.
3. A combination of education, experience, and child development-related training sufficient to satisfy the State of Iowa DHS Center Director Qualifications.

### **CERTIFICATIONS AND OTHER QUALIFICATIONS:**

1. Must be able to pass background check
2. CPR/First Aid/AED certification\*
3. Essentials\*
4. Mandatory Reporter\*
5. Annual Bloodborne Pathogen training\*
6. Maintain CPR/First Aid/AED and Mandatory Reporter Trainer certifications
7. National Administrator Credential
8. All other training, education, and certifications necessary to satisfy the State of Iowa DHS Center Director Qualifications

\*Note: If not currently certified, must obtain certification within 30 days of hire.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- The physical demands described here 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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The noise level in the work environment is usually moderate.
- Must be able to stand and/or sit for long periods each day, use hands to finger handle, or feel, reach with hands and arms, and lift up to 30 pounds.
- Must be able to stoop, kneel, crouch, crawl, climb and walk in order to participate in field trips as well as other physical activities associated with programs.
- Able to talk, hear and smell to appropriately deliver programs and care for participants.
- Must have visual acuity to observe entire environment.
- This position works primarily indoors in a child care setting but may occasionally work outdoors as needed based on program activities (playgrounds, etc.).

- This position works primarily Monday – Friday. However, the days and hours may vary to include working evening, weekend, and additional hours to accommodate other activities representing the organization and child care programs

## YMCA COMPETENCIES (Leader)

Change Leadership: Seeks to understand and support change efforts.

Engaging Community: Recognizes and articulates that the Y is a Not-for-profit, charitable organization committed to serving the entire community. Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.

Philanthropy: Tells the Y story in regular interactions with members. Participates in the Y's fundraising efforts.

Volunteerism: Shows appreciation and respect for the time, talent, and contributions of all volunteers.

Collaboration: Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.

Communication & Influence: Interprets messages and body language effectively. Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions. Responds to the individual needs of the other person.

Inclusion: Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, gender identity, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect. Creates a safe environment in which others feel welcome and respected.

Critical Thinking & Decision Making: Recognizes own biases and suspends judgmental thinking. Responds to challenges with possible solutions in a timely manner.

Fiscal Management: Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.

Functional Expertise: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. Uses best practices, guidelines, and industry standards as a framework to improve performance. Demonstrates up-to-date knowledge and skills in the technology associated with the job. Serves with purpose and passion.

Innovation: Explores new ideas, remaining open to new ways of thinking and approaching problems. Improvises quickly and appropriately when faced with unexpected circumstances.

Program/Project Management: Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes. Delivers a high-quality experience to members, participants, or project teams.

Developing Self & Others: Supports members, participants, or project teams in achieving their goals. Reflects on and learns from successes and mistakes. Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful. Volunteers for challenging tasks or projects in an effort to grow and develop. Solicits and is open to informal learning opportunities to gain insight (e.g., Performance feedback, coaching, and stretch assignments).

Emotional Maturity: Acts in alignment with personal and organizational values in all situations. Remains calm and objective when under pressure or when challenged by others. Accepts responsibility for behavior. Leads with empathy, anticipating how actions and words impact others. Operates with openness and a willingness to receive ongoing feedback from all levels of the organization

## DISCLAIMER:

The above statements are intended to describe the general nature and level of work performed by the employee for this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the DCY and the employee and is subject to change by the DCY as the needs of the association and requirements of the job change.