

eliminating racism empowering women

ywca

Job description

Child Care Director (Administration)

Mission Statement

YWCA Rock County is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

Definition

The Director of the YWCA Rock County Child Care Program must be passionate about motivating children and teachers alike to learn and grow. The Director is committed to making sure the sites are successful and know that meaningful relationships with children, families, and their teachers are important to success. In addition, it is important to maintain relationships with the School District of Janesville and the licensing partners.

The Director is responsible for planning and directing a multi-site Before and After School Program, Summer Day Camp, Pre-School 4 Janesville Program as well as Out of School Days. Support the Mission of YWCA Rock County, which is, "Eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all."

The Director will oversee the coordination of child care programs that comply with local and federal regulations, ensure facilities are safe and maintained, manage and support a complement of staff, and manage the program's finances.

The Director must demonstrate excellent communication skills, leadership skills, professionalism, great organizational skills, and be self-directed and self-motivated. Funding the program is a must through fiscal management and fundraising.

Position Objectives

- Provide the leadership, management and delivery of quality programs according to the needs of the families and licensing requirements.
- Ensure that the program's philosophy, policies and procedures are implemented and followed.
- Monitor the provision of quality care that meets the individual and group needs of children.
- Manage and coordinate curricula with staff that complies with state and federal requirements.
- Evaluate and purchase materials, equipment, and supplies.
- Manage and support staff and promote their professional development.
- Interview, hire, and train new staff members ensuring they meet all policies and legal requirements.
- Complete ongoing trainings and courses to remain current on standards and procedures.
- Manage the day to day operational, financial, human resources and marketing of the program
- Reporting and documentation of data for licensing and internal and external reporting, including benchmarks, improvement and evaluation.

Job Requirements

- Degree in Early Childhood Education or equivalent
- Excellent Communication and Interpersonal Skills
- Excellent Administrative and Organizational Skills
- Expertise in analysis, critical decision making, and process improvement
- Demonstrated ability to anticipate and solve practical problems
- At least 3 years of professional experience in a leadership/supervisory position and/or comparable teaching background, managing an education program, preferably with experience in a Child Development Center.
- Ensure facilities are maintained
- Experience working in an inclusive work environment and managing across differences.
- Ability to handle crisis situations effectively.
- Experience in the following would be an advantage: Young Star Procedures and knowledge of child care licensing. Teaching Strategies Creative Curriculum, Staff Development, and Community Networking.
- Must be 21 years of age or older
- Must have a valid driver's license and clear driving history record.
- Must successfully complete a background check.
- Director Responsibilities
- Hire, manage and develop all employees
- Create an exceptional learning environment
- Create and adhere to compliance with health, licensing and safety standards.
- Ensure the sites have everything needed for success.
- Manage the program's budget and finances
- Creates parent handbooks and ensures distribution
- Fosters consistent interaction and application of policies
- Continuously find ways to improve business processes
- Attend Management Team meetings and serve as a fully functioning member of the team

Reports to

Executive Director

Supervises

Staff, Interns & Volunteers, as available

Hours & Compensation

Full-time exempt position with benefits. Occasional evening and weekend hours required.

To Apply

Please send a cover letter and resume via email to exec@ywcarockco.com or mail to:

Executive Director
YWCA Rock County
1735 S. Washington St.
Janesville, WI 53546