



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Child Care Coordinator**

FLSA Status: Exempt

Reports to: Child Care Director

POSITION SUMMARY:

Under the direction of the Child Care Director, the individual assists the director with the overall operations of the child care center and contributes to the overall goals and mission of the YMCA. The individual must demonstrate and enforce the core values of caring, honesty, respect, and responsibility and provide for the safety and individual needs of the children and families.

ESSENTIAL FUNCTIONS:

1. Work with the Child Care Director to maintain a quality Child Care environment following Department of Human Services (DHS) Rule 3 regulations regarding child care and YMCA policies. This includes, but is not limited to, standards of maintaining a safe physical environment, staff-to-child ratios, supervision, required documentation, and child guidance methods.
2. Obtain required number of annual training hours as determined by DHS through workshops, conferences, in-service trainings, and staff meetings.
3. Communicate respectfully and professionally with parents/guardians via face-to-face, email, and phone conversations.
4. Ensure that DHS standards for child enrollment are met including age requirements, staff-to-child ratios and individual records.
5. Work within the parameters given from Child and Adult Care Food Program (CACFP) for meal service record keeping and submission of claims.
6. In the absence of the Child Care Director, assign tasks as needed to child care staff enforcing the child care policies and procedures. Report directly back to the Director regarding decisions made.
7. Work in the classroom as needed to maintain staff-to-child ratios.
8. Attend and participate in special events as scheduled; attend other YMCA functions as necessary.
9. Arrive at work on time and be accountable for given break/lunch time.
10. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Holds staff accountable for high-quality results, frequently following up with management staff.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Be committed to the mission and goals of the YMCA and Child Care Center.
2. Must meet DHS Rule 3 Teacher qualifications.
3. Post-secondary education and formal child care experience is required. Credits and hours required vary based on area of study and degree (if any) earned.
4. Three or more years of experience in the early childhood arena is preferred but not required.
5. Must complete and have a non-disqualified background study record.
6. Must be certified in CPR and First Aid with Bloodborne Pathogens, or obtain within the first 30 days of employment.
7. Proof of completion of SIDS, Abusive Head Trauma, Child Abuse Prevention and Reporting before interaction with children.
8. Must take CACFP food program training and YMCA 101 within the first 90 days of employment.

PHYSICAL DEMANDS:

1. Must be in good physical, mental, and emotional health and may be required to lift children and light equipment (5-50lb).
2. Must be in constant awareness of the children’s safety, ensuring that activities follow rules and regulations which limit risk to the participants.
3. Required to speak and hear.
4. Required to reach with and use hands and arms.
5. Must be able to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
6. Must dress appropriately for the weather as both indoor and outdoor activities are scheduled.

I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.

Employee Signature: _____ Date: ____ / ____ / ____

Supervisor Signature: _____ Date: ____ / ____ / ____