



**EARLY CHILDHOOD EDUCATION
SITE DIRECTOR
JOB DESCRIPTION**

Job Title: Early Childhood Education Site Director **Department:** ECE
Reports to: Executive Director of ECE **Effective Date:** 10/24/2024

Job Summary:

This position supports the work of the Y, a leading nonprofit, committed to strengthening community through youth development, healthy living, and social responsibility.

The Site Director is responsible for operating a licensed childcare program, making sure we are in compliance with ME State Licensing and meeting YMCA expectations and standards. The Site Director is responsible for handling daily operations, ensuring the safety of the children, implementing curriculum, supervising staff, and developing positive relationships with parents and staff. The Site Director will be responsible for administrative duties as well as providing direct care in the classrooms.

Supervisory Responsibilities:

- Will assist in the process of recruiting, hiring, training, supervising, managing, and evaluating program staff.
- Supervise all staff assigned to the site. Manage employee's schedules, accurate recording and reporting of time worked, arrange coverage to meet required ratios and ensure a quality program.

Duties/Responsibilities:

- Will assist in providing the proper planning, organization, coordination, execution, oversight, and evaluation of ECE programming. This requires flexibility regarding hours and availability to meet staffing/program needs.
- Responsible for maintaining a calm, engaging, positive environment and managing any negative behaviors using positive discipline techniques.
- Assist in the marketing and promotion of ECE programs to potential participants.
- Read, understand, and be accountable for YMCA Policies, State Licensing regulations and Quality Rating System standards.
- Maintain all paperwork pertinent to the job (i.e., rosters, attendance sheets, emergency contact info, etc.)

- Monitor site payroll, accurately recording time worked, training hours aligned within budget parameters.
- Inventory and maintain ECE equipment and work to keep all program environments safe and clean.
- Maintain operation of the program consistent with YMCA policies, state licensing regulations and Quality Rating standards and initiatives in preparing for annual audits.
- Lead by example and always interact with a high level of professionalism and accountability.
- May be required to cover at other childcare locations to meet ratio and staffing needs.
- Performs other related duties as assigned.

YMCA Competencies: Team Leader

Inclusion: Values all people for their unique talents and takes an active role in promoting practices that support diversity, and inclusion as well as cultural competence.

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

Developing Others: Takes initiative to assist in developing others. Provides staff with feedback, coaching, guidance, and support. Provides tools and resources for the development of others.

Critical Thinking & Decision Making: Makes sound judgments, and transfers learning from one situation to another.

Emotional Maturity: Demonstrates ability to understand and manage emotions effectively in all situations.

Program/Project Management: Ensures program or project goals are met and intended impact occurs.

Communication & Influence: Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.

Required Skills/Abilities:

- Leads by example and inspires others to demonstrate a passion for ECE and child development.
- Ability to exercise good judgement and sound decision making.
- Patience.
- Listens and expresses self effectively and in a manner that reflects the YMCA core values of caring, honesty, respect, and responsibility.
- Demonstrates strong supervisory and leadership skills with a high level of enthusiasm and positive role modeling.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to meet mandated training hours for State Licensing compliance & professional development.

- Complete and pass mandated background check.
- Maintain and model the importance of attendance in ratio-based care.
- Strong interpersonal and communication skills, flexibility in schedule based on program needs, and ability to work in a team setting.

Education and Experience:

- An associate or bachelor’s Degree in related field preferred.
- CPR/First Aid/AED Certification (or obtain certification within 30 days of employment – organization will provide).
- 2 years' experience working with children ages 6 weeks through 6 years of age in a group/center setting.
- Previous experience in a supervisory role required.

Physical and Mental Demands:

- Ability to routinely lift children up to 50 lbs.
- Ability to move and arrange furniture in a classroom.
- Sustain long hours of active work.
- May be required to ride in a vehicle and supervise children.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to act swiftly in response to critical situations and/or an emergency.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s Name (please print)	Employee’s Signature
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Today’s Date: _____