

VACANCY ANNOUNCEMENT

DATE POSTED: June 8, 2017

POSITION: **DIRECTOR – CHILD DEVELOPMENT AND EDUCATION**

CONTACT: WestchesterHR@ymcala.org

LOCATION: Westchester Family YMCA, 8015 S. Sepulveda Blvd. Los Angeles, CA 90045

SELECTION: Resumes Due: June 23rd*

SCHEDULE: Interviews Anticipated: June 26 – 30*

Anticipated Start Date: July 17*

SALARY RANGE: \$43,680 – \$50,000

CLASSIFICATION: Full-Time, Exempt, Health Benefit Package + 10% Retirement Fund Contribution

GENERAL FUNCTIONS:

This position is responsible for all aspects of the afterschool enrichment programs, day camps, specialty camps, seasonal day camps, and branch family programs. Duties include the recruitment, training and supervision of staff, development of programs and activities, coordination of branch and department events, community involvement, and program marketing. This position will also be responsible for maintaining American Camp Association (ACA) standards for all afterschool and day camp programs. The Childcare and Education Director will be responsible for involvement in the Community Support Campaign and will participate as part of the Branch Management team.

QUALIFICATIONS:

• EDUCATION AND EXPERIENCE:

- OPTION 1: High School Graduate or GED. 12 Units that include courses in (1) child growth & development or human growth and development; (2) child, family, and community or child and family, (3) and program/curriculum. 3 Units in administration or staff relations. 4 years documented teaching experience in group child care program.
- OPTION 2: Associate of Arts degree with emphasis in early childhood education or child development. 3 Units in administration or staff relations. 2 years of teaching experience in group child care program.
- OPTION 3: Bachelor degree in early childhood education or child development. 3 Units in administration or staff relations. 1 year experience in teaching in a group child care program.
- OPTION 4: Current Child Development Site Supervisor Permit or Child Development Program Director Permit from the California Commission on Teacher Credentialing.

- **RELATED EXPERIENCE:** Experience working with children and staff in a childcare setting; 1–2 year's supervisory experience.
- **SPECIALIZED SKILLS:** Strong character values, communication skills, emotional maturity
- **LICENSES & CERTIFICATIONS:** Current First Aid, Adult, Infant and Child CPR Certifications. Preventative Health Practices (PHP).
- **IMMUNIZATION AND PHYSICAL:** Current TB, influenza (limited exceptions), pertussis, and measles vaccination and physical exam.

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual and auditory ability to perform the essential functions of the job, with or without reasonable accommodations.
- Job is performed in indoor and outdoor environments
- Ability to lift 30–35lbs

PREFERRED CRITERIA

- Self-starter, able to work independently, be a positive, enthusiastic, caring individual who enjoys working with youth and families. The candidate should have a high ability to recruit, retain, and coach

**All dates are tentative and subject to revision.*

staff/volunteers; while working within a team atmosphere, exemplify a proactive, hands-on, and professional appearance and work ethic.

- Quality assurance, demonstration of program growth.
- Excellent organizational skills with an ability to successfully multi-task and produce high-quality work within a deadline.
- Experience with Microsoft Outlook, Word, Publisher, and Excel.
- Must have good interpersonal and communication skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Ability to correctly read, write and speak clearly in the English language.

RESPONSIBILITIES

- Working with Youth and Families while focusing on:
 - Volunteer Development
 - Program development, retention, and growth of the programs
 - Fiscal management of program budgets
 - Financial Development
 - Program Administration
 - Community Partnership Development

HOW TO APPLY: This position requires someone with a special desire and ability to reach out to the community. The YMCA of Metropolitan Los Angeles encourages you to join our team! Submit your cover letter and resume to WestchesterHR@ymcala.org.