



## Assistant Director of Child Care

Tom A. Finch Community YMCA

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**Title of Position:** Assistant Director of Child Care  
**Reports to:** Director of Child Care  
**Classification:** Exempt

### Primary Responsibility

Under the supervision of the Director of Child Care and in conjunction with other staff directors, the Assistant Director of Child Care provides leadership and support to all aspects of child care programs and related functions.

**The scope of responsibilities includes, but is not limited to:**

- Assists the director with the overall After School and Summer Camp operation, ensuring proper implementation of child care procedures.
- Implements policies, procedures and guidelines with emphasis on exceptional child care programming.
- Recruits, hires, trains, supervises and evaluates child care staff.
- Assists in maintaining 5 star license requirements.
- Conducts After School and Summer Day Camp staff meetings.
- Commits to obtaining and maintaining a Commercial Drivers License.

### Other Major Responsibilities

**Financial Assistance:** Processes and allocates financial assistance requests.

**Daxko:** Provides training and support for all child care staff.

**Committees:** Serves on volunteer led committees as assigned.

## **Qualifications**

### **Knowledge, Attitude, Skills, and Habits**

- Ability to articulate the YMCA mission.
- Proficiency in supervising and motivating employees.
- Commitment to excellence and high standards.
- Excellent written and oral communication skills.
- Basic competence in effective leadership.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and committees.
- Ability to handle multiple projects and meet deadlines.
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Ability to make timely and sound decisions using good judgment.
- Suggested Bachelor's degree in related field or Child Care Administration.

### **Physical Abilities**

- May be required to sit or stand for extended periods of time while demonstrating manual dexterity in order to accurately work on the telephone, computer, and other equipment.
- Must possess auditory, verbal, and visual capabilities to adequately communicate by telephone and in person.
- Will be exposed to heat on the job, in outdoor heat environments. Operations involving high air temperatures, (e.g., sunlight), high humidity, or strenuous physical activities.

### **Disclaimers**

- Must complete successful criminal background check and drug screen.
- All the above duties and responsibilities are essential job functions subject to reasonable accommodation. The YMCA promotes an equal opportunity workplace that includes reasonable accommodation of otherwise qualified applicants and employees.
- This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by their supervisor. Job descriptions and duties may be modified when deemed appropriate by the Director of Child Care or Associate Executive Director.