

**Position:** Child Care Director  
**Supervisor:** Chief Executive Officer  
**Hours:** Full Time-Exempt  
**Salary Range:** TBD

**Summary of Responsibilities:**

The YWCA Child Care Director supports the overall functions of all YWCA Greater Green Bay (the “association”) early childhood learning. This position is responsible for facilitating strategies to provide excellent learning experiences in our community for a diverse group of families. The leader of this area monitors program revenues and supports the sustainability of the YWCA as the largest single division. The Child Care Director is responsible for assisting the CEO with the supervision of child care staff and services including:

- The day to day provision of childcare services including infant and toddlers, 4K, wrap around services and after-school support.
- Operating this division within approved budgets, ensuring maximum resource utilization, maintaining the department within WI DCF 251, NAEYC and other regulatory guidelines necessary for operations.
- Assisting the CEO and development department with special projects and other tasks as requested.

**Qualifications:**

- At least five years combined experience working in the early childhood field as a teacher
- Demonstrated administrative skills (Director experience preferred)
- Strong leadership, effective interpersonal and organizational skills
- Encompassing understanding of early childcare and education principles and system in Wisconsin
- Extensive knowledge of WI DCF 251 as it applies to the daily operations of a licensed child care center
- Good written and oral communication skills
- Skilled in Microsoft office, Procure Child Care Software, Google Doc and Drive and Android Applications
- Have completed at least one year of the preservice training requirements of Table 251.05A

**Education**

Preferred:

- Bachelor’s degree in Early Childhood Education or Human Development
- Wisconsin’s Registry Administrative Credential

## **Job Functions**

- Direct activities of the child care center to provide instruction and care for children.
- Provide management and leadership in the provision of quality child care services, with a major emphasis in meeting the child care needs of low-income families and ALICE families.
- Continued development of environments and curriculum experiences, consistent with the Reggio Emilia Approach, Wisconsin Model Early Learning Standards, the theory of loose parts and process art
- Confer with parents regarding facility activities, policies and enrollment procedures.
- Hire, supervise and manage schedules of child care teachers and other staff or volunteers
- Train and mentor staff as needed
- Ensure that staff is working in a way that supports the wider mission of the YWCA Greater Green Bay
- Review and evaluate facility activities to ensure conformance with state and local regulations.
- Maintain NAEYC Accreditation; Increased quality programming for children based on best practices for children as outlined by the National Association for the Education of Young Children
- Assists Fund Development Director and CEO in collecting data to use in grant writing.
- Moderate the YWCA Teacher Facebook Group and the YWCA Child Care Family Facebook Group
- Create an allergy friendly rotating menu that provide nutritious and culturally diverse meals
- Plan and implement two YWCA Friday Family Nights per calendar year

### **Ideal candidate will also possess:**

- Demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team
- Evidence of the ability to consistently make decisions through a combination of analysis, wisdom, experience and judgment; the ability to balance the delivery of programs against the realities of a budget and the organization's mission; and problem solving, project management, and creative resourcefulness
- Leadership and Organization – exceptional capacity for leading people; team builder; ability to connect staff with families both on an individual level and in a team; capacity to enforce accountability; and delegate appropriate responsibilities involved in the day-to-day operations
- Action oriented – enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- Other – meticulous and highly detail oriented with the ability to meet deadlines; excellent communication (written and verbal) and time management skills; proven organizational skills and follow through
- A professional personal image and the ability to work harmoniously and establish positive relationships with staff, families, and the business community are imperative.
- A commitment to the mission of the YWCA as well as implementation of these values in all daily work activity.