

# ITASCA COUNTY FAMILY YMCA

## CHILDCARE SITE DIRECTOR

Job Status: Full Time, Salaried

Reports to: Director of Education

### Position Summary:

The Childcare Site Director is responsible for overseeing the daily operations of the center, ensuring compliance with all licensing regulations, and fostering a safe, nurturing, and engaging environment for children, families, and staff.

### Key Responsibilities:

- Ensure the smooth, efficient daily operation of the site in compliance with all applicable licensing and regulatory standards.
- Serve as the direct supervisor for on-site staff, providing leadership, guidance, and support.
- Assist with the recruitment, hiring, onboarding, training, evaluation, and termination of staff as needed.
- Create and manage staff schedules to maintain the required child-to-staff ratios and ensure adequate coverage at all times.
- Provide classroom coverage when necessary.
- Consult with teachers about classroom environment, design of educational space, materials, and classroom routines to maximize quality care and learning.
- Serve as the primary point of contact for parents and guardians at the site, fostering strong and positive relationships.
- Work collaboratively with partner site director to manage the program waitlist, coordinate age-up transitions, conduct family tours, and complete the enrollment process.
- Support budgeting, billing, and administrative processes in partnership with organizational leadership and administrative personnel.
- Assist with grant and fundraising efforts as needed.
- Other duties as deemed necessary for the effective operation of the site.

### Qualifications:

#### Required Qualifications:

- Bachelor's degree in early childhood education or a closely related field. A combination of relevant education, training, and substantial experience may be considered in lieu of a degree in certain cases.
- A minimum of 3 years of experience working in an early childhood education setting.

- Strong understanding of child development, developmentally appropriate practices, and health and safety guidelines in a childcare environment.
- Exceptional organizational, communication, and interpersonal skills.
- Ability to remain professional, composed, and effective in a fast-paced, dynamic setting.
- Certification in Pediatric CPR/1<sup>st</sup> Aid or willingness to obtain
- Successful completion of a background check

**Preferred Qualifications:**

- 3+ years of leadership or supervisory experience.
- Working knowledge of Minnesota childcare licensing standards, Child Care Assistance Program (CCAP), and the Child and Adult Care Food Program (CACFP).

**Work Environment and Physical Requirements:**

- Fast-paced work environment that requires flexibility, adaptability, and resilience.
- Frequent physical activity including walking, bending, and lifting up to 50 pounds.
- Must be able to engage physically with children and participate actively throughout the day.

Apply by submitting a resume to [sschrapp@ymcaitasca.org](mailto:sschrapp@ymcaitasca.org)