



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE NORTHWOODS – FLAMBEAU RIVER

Job Title: Childcare Coordinator
FLSA Status: Non-Exempt
Reports to: Executive Director

Compensation: \$15-\$20/hour
Revision Date: 1/22/2025

POSITION SUMMARY:

Under the direction of the Executive Director the Childcare Coordinator, in harmony with the Christian nature and Mission of the YMCA, as well as the established goals and objectives of the YMCA, shall be responsible for overseeing, developing, hiring, training and general functions of the Flambeau River YMCA Early Learning Center. In general, the role of the Childcare Coordinator is to build relationships with and between staff members, volunteers, members, program participants and the communities the YMCA serves.

Specifically, The Childcare Coordinator will be a part of the of the Leadership Team, assist in staff leadership and will administer personnel policies and procedures with persons employed to work within the Early Learning Center. The Childcare Coordinator needs to understand the nature of the YMCA and the methodology used to accomplish its goal through the clear and harmonious relationship between staff and volunteers.

ESSENTIAL FUNCTIONS:

1. See it, own it! Take responsibility for correcting the problems you see.
2. Perform Lead & Assistant Teacher responsibilities in a classroom as needed.
3. Maintain licensing rules and regulations applicable for group childcare centers for Flambeau River.
4. Assist in maintaining required staff to child rations, which may include coverage in classrooms when required.
5. Assist in conducting New Employee Orientations, and complete payroll for all assigned staff.
6. Assist in curriculum development ensuring that character development and the mission of the YMCA are a part of the Early Childhood Programs.
7. Lead in supply ordering and expense tracking.
8. Assist in maintaining staff and children's files for the Early Learning Center Programs.
9. Maintain own and staff professional development requirements per DCF requirements.
10. Maintain open and ongoing communication with staff and the Executive Director.
11. Responsible for assisting in regular room and teacher evaluations.
12. Assist with food program, including tracking and tallying attendance and snack counts.
13. Maintain appropriate records as required by center.
14. Possess working knowledge of child abuse and neglect laws and proper reporting procedures.
15. Possess working knowledge of YMCA mission, purpose and goals.
16. Know all emergency procedures.
17. Plan developmentally appropriate activities based on the curriculum using positive guidance.
18. Integrate the YMCA Character Development materials into all lesson plans.
19. Provide daily communication with parents and staff.
20. Promote team building and conduct self in professional, responsible manner, while serving as a mentor and leader within the Flambeau River YMCA.
21. Encourage parent involvement in the programs, and assist in organizing parent involvement events.
22. Communicate and relate positively and effectively to staff, members, participants, and the general public.
23. Utilizes all methods of communication including email, telephones, fax machines, etc.
24. Keep continuing education requirements current. Include college credits, in-services, and conferences. Occasional out of town travel.
25. Other duties as specified by the Executive Director/Administrator.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive relationships with members and working relationships with employees. Supports fund-raising projects.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

The Childcare Coordinator in general, requires excellent communication skills, excellent relationship building skills, the ability to model the YMCA Core Values and have the ability and desire to make a personal connection with the communities the YMCA serves.

Specifically, the Childcare Coordinator needs the following skills and qualifications:

1. Must be 21 years of age.
2. Completed 2-year college level Associates degree in Early Childhood Education or its equivalent as determined by the Department of Children's and Families and have at least 2 years of teaching experience with young children.
3. Have completed or obtained the education and experience qualifications for the Director of a Center licensed to serve 51 or more children as required by DCF 251 (Personnel Rules) of the Wisconsin Administrative Code for Group Day Care Centers.
4. Shall obtain a certificate from the registry of the WI Early Childhood Recognition System within three months after assuming the position as evidence of meeting the education and experience qualifications.
5. Management and/or supervisor experience.
6. CPR, AED, and First Aid certification within 30 days of employment.
7. Blood Borne Pathogens Training within 30 days of employment.
8. Child Abuse and Neglect Training within 30 days of employment.
9. New Management Orientation within 30 days of employment.

EFFECT ON END RESULTS:

1. Develop and increase the number of families utilizing Flambeau River Early Learning Center.
2. Increase in the number of enrolled participants in Early Learning Center.
3. Hire, develop & train high quality staff in Early Learning Center
4. Create strong lasting relationships with members, assist in the membership growth of the branch through high quality programming, and become a key member of the Leadership Team.
5. Grow number of active volunteers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, speak and hear. Sitting, 50%, walking and/or standing 50%. Lifting and/or moving occasionally up to 50 pounds.

I have read, understand will execute according to this job description

Employee Signature

Date

Executive Director Signature

Date