

Childcare Center Director

Working at the Baker County YMCA, you'll discover more than just a job. You'll discover a career that truly makes a difference!!

Location

Baker County YMCA
3715 Pocahontas Rd.
Baker City, OR 97814

Job Description

Under the direction of the CEO, the Y Childcare Center Director is responsible for the effective operation of all elements of the Y Childcare Center program. Responsibility includes but is not limited to program operation, program development and growth, participant satisfaction, retention & safety, collaborations, and staff supervision. They are accountable for delivering exceptional programs and service to YMCA members and participants. They are vital member of YMCA leadership staff and a highly visible representative of the YMCA mission, core values and are accountable for knowing and properly executing all YMCA policies and procedures.

Our Y

History: The Y was incorporated in December 1972. From 1972-83, the Y operated exclusively out of a rented gymnasium owned by the Catholic Church, and still rents that facility from the church today. In 1983, the City of Baker City opened a municipal pool that the Y has operated on behalf of the City since its opening. The pool began as a Y project and the Y raised significant funding to build the facility.

In 2005, the Y purchased Main Street Gym & Fitness and took over the operations of that rented facility under the Y's name. In 2011, the Y began offering preschool classes in rented school district classrooms. In 2012, the Y purchased a vacant warehouse and remodeled and expanded it into a 24,000 sq. ft Fitness & Education Center. In 2020, the Y, Baker School District, and St. Alphonsus entered into discussions to develop an early learning center to provide safe, quality childcare for children 0-4 years old. In addition, the Child Care Center program was made possible by the following partners and contributors: OTEC, Chaves Consulting, St. Luke's, Wilson's Cattle Co., Behlen's, Eastern Oregon Early Learning Hub Child Care Resources, and Oregon Department of Human Services. These discussions led to the development of the Y Baker Early Learning Center program that is scheduled to open in September of 2021.

Mission and Focus: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

- To fulfill community needs through active, ongoing listening and communication with our members and community partners.
- To deliver quality programs and processes in all we do.
- To inspire community involvement and support that financially sustains valued programs and outreach.
- To attract leaders committed to giving back through serving on the Y Team, Y Board, and as Y Volunteers.

YMCA Service Area and Locations: Baker City, population 10,000, plus an estimated 6,000 county residents. In addition, we serve a small community in Union County.

Facilities:

- Fitness & Education Center (Y Facility) 24,000 sq. ft; built in 1973, completely remodeled and expanded in 2013, new roof 2018; large cardio and free weight area, 3 group fitness studios, track, 2 preschool classrooms, administrative offices.
- Sam-O Swim Center (Baker City Facility); built in 1983; large pool 25 yds x 15yds, plus small pool
- Gymnasium (Catholic Church Facility) – Full court gymnasium, equipment storage, built in 1952
- Y Baker Early Learning Center – Planned to open in September 2021.

Qualifications:

1. Bachelor of arts or science degree in Early Childhood Education, related field or Elementary Education with an Early Childhood emphasis and an ability to earn at least a Step 10 on the Oregon Registry Online.
2. Minimum of 3 years of management experience, preferably in a YMCA or other nonprofit agency.
3. Proficiency in Microsoft Office and the ability to quickly learn other software programs.
4. Minimum age 21.
5. Ability to direct department operations through volunteer development, supervision of staff, development and monitoring of budget, marketing and public relations, and program development.
6. Have working knowledge of Oregon state child care licensing regulations, policies, and procedures.
7. Ability to respond to critical incidents and to act swiftly in emergency situations.
8. Typical requirements within 30 days of hire include; CPR and First Aid for Children, Infants and Adults and Praesidium child abuse training. Food Handler's Card, Recognizing and Reporting Child Abuse, CBR Background Check, Prevention is Better than Treatment, and Introduction to Child Care Health and Safety.

Essential Functions:

- Contributes to the overall Y mission of strengthening communities through youth development, healthy living, and social responsibility.
- Interact professionally with other employees, members, program participants, volunteers, and the community, always modeling the YMCA's voice and core values.
- Develop, coordinate, market and evaluate all program offerings and services.
- Perform quality work within given deadlines and expectations with or without direct supervision.
- Lead the hiring, training, and supervision of staff within department.
- Utilize established policies and procedures to ensure quality onboarding prior to first shift.
- Manage staff according to the department's budget. Any overtime must be pre-approved by supervisor.
- Organize and conduct department staff meetings as needed. Continually communicate with and inform staff about YMCA programs and current issues.
- Define department targets and evaluate performance around achieving goals while motivating staff.
- Implement the Association's risk management program to ensure safe facilities and programs for members, volunteers, and staff.

- Ensure emergency preparedness through the regular execution of emergency drills and department assessment.
- Ensure that all staff maintain required certifications and are aware of the expiration dates of their current certifications.
- Monitor purchase and maintain necessary equipment through scheduled and preventative maintenance.
- Develop and manage annual department budget. Submit monthly variance reports and accurate budget forecasts. Ensure programs operate within budget and established standards. Continuously display effective and efficient fiscal management.
- Attend, actively participate, and assist in all required staff training, meetings, and program development activities.
- Support the strategic direction of the Association and appropriate committees and workgroups.
- Perform office work as needed such as filing, copying, record keeping, and payroll completion. Ensure that all necessary paperwork and forms are accurately completed.
- Develop and maintain relationships with key partners, and other collaborative organizations and agencies related to portfolio. Respond to all participant and community inquiries in a timely manner.
- Develop committed relationships. Share knowledge of programs, events and resources with members and participants throughout the facility and within the community when representing the YMCA.
- Assists in YMCA fundraising activities, securing grants, and special events.
- Responsible for other duties as assigned.

TECHNICAL FUNCTIONS:

- Plan, develop, implement, and maintain all Childcare Center programs.
- Provides input to the Director of Finance in the planning of the annual budget; manages and implements the approved budget for childcare and takes appropriate action to correct variances.
- Ensure that the facility and staff adhere to all state licensing regulations.
- Ability to implement programs and organize classrooms.
- Communicate and collaborate with BSD BELC Director.

Cause-Driven Leadership® Competencies:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

Salary:

\$60,000.00 - \$70,000.00; DOE. Benefits available per employee handbook

Apply by Emailing cover letter and resume to:

kim.logsdon@bakerymca.org

Apply by mail to:

Baker County YMCA
Attn: Childcare Hiring
3715 Pocahontas Rd.
Baker City, OR 97814

Resumes Accepted Until:

Position Filled