



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KNOX COUNTY YMCA EARLY CHILDHOOD DIRECTOR QUALIFIED JOB DESCRIPTION

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth, and relationships among youth and within families.

ESSENTIAL FUNCTIONS:

1. Creates weekly lesson plans and implements curriculum within the established guidelines. (Creative Curriculum/ExceleRate Illinois/YMCA).
2. Supervises the children, classroom and all activities including ADA accommodations where appropriate. Follows all DCFS and ExceleRate Illinois procedures and standards.
3. Conducts family conferences, and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
4. Attends and participates in family nights, program activities, staff meetings and 20 hours of required yearly in-service training.
5. Physically be able to provide care for children age's birth to kindergarten.
6. Achieves and maintains Infant/Child/Adult First Aid and CPR Certification and a Food Handler Certificate.
7. Acquires and keeps current a Gateways to Opportunity Registry Membership.
8. Assumes the duties of the Early Learning Center Coordinator as needed.
9. Performs other duties as assigned.

QUALIFICATIONS:

1. Associate's Degree in Early Childhood/Child Development (Educational and experience qualifications established by Illinois DCFS Licensing standards.)
2. At least 21 years of age (*The age minimum may be higher depending on state law.*)
3. CPR, First Aid, AED certifications and Child Abuse prevention training
4. Previous experience working with children in a developmental setting preferred
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities
6. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA)