

TITLE: Child Development Center Director

December 2024

SUPERVISOR: Child Care Director

General Function

Under the direction of the Child Care Director, the CDC Director is responsible for the daily operation of the Child Development Center. He/she must perform all duties in a safe and prudent manner. The Southern Boone Area YMCA values the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission; caring, honesty, respect, responsibility.

Know How

This position requires a thorough understanding of the child-care field. A degree in child development or business is required. Educational course credits must meet state licensure and Missouri accreditation requirements. Knowledge of licensing and accreditation regulations required. The CDC Director must be able to communicate effectively with parents, staff and children. He/she must have good organizational skills and be certified in First Aid and CPR. Must successfully clear a criminal background check. Current physical and TB test required. Must submit an official driving record which meets association standards. A reasonable grace period may be permitted for all requirements to be met. Must meet state driving license level required to transport children.

Job Segments

1. Facilitate and guide the teaching of caring, honesty, respect and responsibility.
2. Hire, train, supervise and evaluate all center staff.
3. Comply with and monitor center's compliance with all state licensing regulations, Missouri Accreditation standards and YMCA policies.
4. Field inquiries, questions and concerns of staff, volunteers, parents and prospective patrons of the program.
5. Coordinate with Administrative Director to assure that all fees are collected in a timely manner.
6. Arrange and support special events (i.e., trips, presenters, movies, etc.).
7. Maintain rosters and other permanent records.
8. Oversee planning and curriculum execution.
9. Assure that property is properly maintained, safe and clean.
10. Administer Family Support Division (FSD), Missouri state licensure, Child and Adult Food Program (CACFP) reimbursement and accreditation programs.
11. Seek and apply for grants to support center.
12. Assist Administrative Director with administration of Outreach applications for CDC families.
13. Perform other duties as may be assigned.