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FOR HEALTHY LIVING
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Department	Childcare
Job Title	Assistant Childcare Director-Early Childhood Education
Reports To	Program Director-Childcare
Job Description	<ul style="list-style-type: none">• Manages, directs, and coordinates the early childhood education programs for assigned location(s). Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans.• Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.• Manages the childcare operating system (ReClique Core) utilizing all facets of the billing and registration system to ensure accurate billing is established and payment plans are monitored.• Assures compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met, and safety procedures followed.• Develops and maintains relationships with state childcare licensing agency, parent groups and other organizations and agencies related to assigned programs.• Responds to all agency, parent and community inquiries and complaints in a timely manner.• Maintains proper records/department files in accordance with state and local regulations.• Performs other duties as assigned and in accordance with the planned Chart of Work.
Location	425 S 15 th Street, Allentown, PA 18102
Hours Per Week	40
Status	Full Time
Educational Requirements or Experience Required	Bachelor's degree in elementary education or related field or equivalent preferred. (Bilingual-Spanish-preferred)
Respond To	Please email the Greater Valley Y Employment Application to: jodipetrozak@gv-ymca.org or submit to Welcome Center. Open until the job is filled.
Date Posted	March 15, 2021

Equal Opportunity Employer

GREATER VALLEY YMCA
ALLENTOWN BRANCH
425 S 15th Street, Allentown, PA 18102
P 610-351-9622 W gv-ymca.org