



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER VALLEY YMCA, Allentown Branch

JOB POSTING

Job Title	Assistant Child Care Director, School-Age and Camp Programs
Department	Child Care
Reports To	Child Care Director
Job Summary	<ul style="list-style-type: none">• Manages, directs, and coordinates the school age child care and camp 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 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	Allentown YMCA, 425 S. 15 th Street, Allentown PA 18102 Work sites are located in each individual elementary school.
Hours Per Week	40
Status	Full-time, Exempt
Position Requirements	Child Abuse Clearance, PA State Police Clearance, FBI Clearance and NSOR (National Sex Offender Registry Clearance) (paid for by the YMCA/must maintain employment for 6 months from hire date), Health Assessment and TB Test and two written references documenting experience with children.
Educational Requirements or Experience Required	2 Years experience directly caring for children. Educational Requirements: Bachelor's degree in elementary education or related field or equivalent preferred. (Bilingual-Spanish-preferred)
Respond To	Tami Unger, tamiunger@gv-ymca.org
Date Posted	9/1/2022

EQUAL OPPORTUNITY EMPLOYER

GREATER VALLEY YMCA

Allentown Branch

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