

Celebrating 60 years
eliminating racism
empowering women
ywca

**POSITION
POSTING
CHILD CARE DIRECTOR**

Division/Department: Child Care

Job title: Child Care Connection Director

General Description: Oversee the daily operations of the Child Care Connection Child Care Center to provide quality child care for children 2 weeks through pre-K.

Performance Expectations:

Insures high quality child care by:

- Maintaining compliance with Texas minimum licensing standards, Rising Star vendor status requirements and other governmental regulators.
- Recruiting, hiring and managing quality child care staff.
- Developing and maintaining positive relationships with parents.
- Preparing and utilizing a program budget to allocate available funds for their most effective use.
- Managing tuition, fees, discounts, charge-offs, and federal and state funds.
- Maintaining an excellent physical facility.
- Maintaining an excellent food service program.

Serves as an integral member of the Leadership Team by:

- Developing and maintaining procedure and training manuals on all program operations and equipment
- Participating in the hiring process for Supervisors, Early Educators and other positions as requested.
- Preparing and presenting summarized reports to YWCA management which accurately reflect the performance of the programs and events.
- Communicating information clearly to YWCA management

Markets the child care program by:

- Developing promotional literature
- Coordinating special events and activities
- Representing the YWCA at community activities and events
- Providing quality customer service

A Successful Child Care Connection Director will:

- Have a passion for providing quality child care and early childhood development for children and for supporting the working parents of young children.
- Be a self-starter.
- Be willing to work at whatever task is necessary at the moment to provide safe and quality care.
- Enjoy working with almost constant interaction with parents, caregivers and children.
- Actively work to insure that the physical separation between the Child Care center and YWCA offices is not a barrier to effective communication and relationships.
- Enjoy day-to-day management of a dynamic operation.
- Enjoy working through other staff members.
- See working within the considerable policies and procedures of regulators and funding sources as an incentive to provide quality child care.

Education and Work Experience

Requirements:

- Must meet state requirements for TDFPS Directors Certificate: Prefer bachelors degree with 12 hours in child development and 6 hours in business management and at least one year successful management of a licensed child care center, but will consider: associate degree in child development with 6 hours in business management and 2 years successful management experience in a licensed child-care facility or, CDA with 6 college credit hours in business management and 2 years experience in licensed child-care facility or, 60 college credit hours with at least 9 hours in child development/early childhood or the equivalent and 6 hours in business management with 2 years experience in a licensed child care facility.
- Two years successful management of a licensed child care facility preferred.

Skills

Requirements:

- Excellent verbal and written communication skills
- Proficient with MS Office applications
- Strong customer service skills

Additional Requirements

- CPR/First Aid certification
- Director's Certification by TDFPS
- Food Handlers certificate
- Valid Texas driver's license
- Good and verifiable driving record
- 25 years or older for YWCA insurance compliance allowing the organization to carry the minimum state liability insurance
- Must be able to pass a criminal history check done for criminal indictment involving an offense against a person or family or an offense involving public indecency (Texas Penal Code and Chapter 281 of the Texas Health and Safety Code)
- Ability to walk, bend, stoop, twist at waist, reach, climb stairs, and lift a minimum of 30 pounds

Type of position:

- Full-time
- Part-time
- Temporary
- Contractor
- Intern

Hours 40/week

- Exempt
 - Executive
 - Professional
 - Administrative
- Nonexempt

Reports to:
Associate Director

Supervises:
Supervisors, Early Educators, Cook

To apply, please submit *application, resume and 2 Letters of Reference from supervisors to:*

Associate Director
YWCA Administrative Office
4601 Corona Drive
Corpus Christi, TX 78411

adywca@ywcacc.org
www.ywca.org/corpuschristi