



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Metro North YMCA- Job Description Y Academy Director of Educational Advancement

Location: Member of Corporate Team- works in all branches
FLSA Type: Exempt
Reports to: Vice President of Childcare
Salary Range: \$57,000- \$67,000

POSITION SUMMARY:

This leadership position is responsible for overseeing the administration, operation and quality results of all association Early Learning and Out of School Time Programs.

ESSENTIAL FUNCTIONS OF THE POSITION:

- This position will provide support and systems for programs serving young infants through middle school age including compliance to the Department of Early Education & Care (EEC) licensing procedures and regulations, following all National Association for the Education of Young Children (NAEYC) criterion, Department of Education (DOE) MA Core Standards/Competencies – Teachers Strategies Gold, DOE guidelines and Board of Health recommendations regarding child care facilities.
- This job requires advanced knowledge of all EEC, NAEYC, QRIS and DOE criteria & regulations. Planning and execution of program guidelines/standards to meet the needs of the community and fulfill YMCA objectives.
- Observe all classroom operations ensuring compliance in all related areas including EEC licensing procedures and regulations, following NAEYC criteria, Healthy Eating Physical Activity (HEPA) standards for young children, and alignment to the MA Curriculum Frameworks/Common Core MA Standards.
- This executive will also participate in Alliance of MA YMCA's public policy to ensure the YMCA of Metro North is maintaining the highest EEC licensing standards.
- He/She will provide opportunities to shape values and encourage lifelong learning for children while providing access to the essential skills needed to learn, grow & thrive.
- A key deliverable will include a renewed and strong emphasis on STEM and STEAM programming for all locations.
- Additionally, this executive will supervise a Billing and Contract Administrator.
- Will work with the branch leadership to increase capacity, develop new sites for Early Learning programs and OST programs. Provide reasonable accommodations to allow children with disabilities to participate in activities whenever possible and to meet each child's individual needs according to EEC and ADA.

NOTE: this position does not directly oversee the programs, it is a leadership support and functional expertise position.

MEMBERSHIP ENGAGEMENT & DEVELOPMENT

Builds relationships with and among families and members, responds to inquiries and solves problems. Creates a supportive community environment, assists in recruiting and engaging new families, and connects families to the YMCA's cause. Supervises Contract Billing Administrator to ensure families are provided EEC and/or State sponsored resources available for their children.

BUDGET DEVELOPMENT- FINANCIAL MANAGEMENT

Supports ELP and OST Directors in the planning and management of department budgets as approved in a fiscally responsible manner.

FACILITY MANAGEMENT

Works with Branch leadership to ensure program facilities and equipment for children are safe, clean, adequately equipped, well maintained, and attractive, and surpass all licensing standards.

COMMUNITY INVOLVEMENT & SUPPORT

Assists in YMCA fundraising activities/events, and engages in collaborative relationships with community organizations and school committees in order to strengthen support and build community.

EXPECTED RESULTS

This executive has a primary impact on the overall effectiveness in which the association accomplishes its goals and objectives through programs and services to the community.

Performance will be successful when:

- The programs make progress complying with the components of the Association Child Care Program Model.
- Enrollment grows throughout the region.
- Families are provided with the options for financial assistance available to them within the association and community.
- All facilities are fully staffed with certified and trained professionals.
- Program quality is superior, as determined by positive measurable indicators of:
 - Participant and Parent Satisfaction
 - Staff retention, training and development
- Work with all locations to maintain full enrollment.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Early Education, or related field is preferred.
- Director 2 qualifications from the Department of Early Education and Care (EEC) is preferred but not required.
- Advanced knowledge and experience with the Department of Early Education and Care regulations, QRIS Standards, USDA Standards and National Association for the Education of Young Children (NAEYC).
- The ability to develop positive, effective working relationships with, staff, children & families, volunteers, school administrators, members, community leaders and other agencies are critical to this position.
- Effective teaching skills, the ability to model and implement methods to address and follow up with family/staff needs/concerns in a positive and professional way reflecting an attitude that values diversity.
- Computer proficient with experience in Microsoft Office, including Excel, Word and Powerpoint.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to: climb stairs, walk, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 25 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity. Additional activities may be required as part of the job consist of climbing, running, swimming and other outdoor activities.

YMCA Competencies (Multi-Team or Branch Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community.

Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders.

Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals.

Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches.

Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

The YMCA of Metro North is an Equal Opportunity Employer.

Compensation: \$57,000- \$67,000 and commensurate with experience.

Interested candidates should send resume and cover letter to Paul Mantell, Vice President of Human Resources, pmantell@metronorthymca.org