



The Family YMCA of Lancaster and Fairfield County is now accepting applications for: Director of Childcare and Youth and Family Programming

POSITION SUMMARY:

This position supports the work of the YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The Director of Childcare and Youth and Family Programming at the Family YMCA of Lancaster and Fairfield County YMCA oversees the development and operations of the overall childcare program, including preschool, school-age children in before-and after-school programs, child watch, and summer day camp, while developing, organizing, and implementing engaging high-quality youth and family programs such as, but not limited to, Leaders Club, eSports, STEAM and Art courses, Lego Club, Youth in Government, sports leagues, skills and drills, and any other programs ensuring all programs meets their intended goals.

ABOUT THE YMCA OF LANCASTER AND FAIRFIELD COUNTY:

At the YMCA, we are driven by our mission to strengthen the foundations of community through youth development, healthy living, and social responsibility. We believe that every child deserves to thrive, every family deserves support, and every community member deserves to belong. We have been integral to the Lancaster, Ohio, and Fairfield County communities since 1927. We are honored to serve nearly 7,000 members in a variety of ways at our three locations in Lancaster. The Robert K. Fox Family YMCA location on Sixth Avenue hosts our preschool and we serve at Bremen, Pleasantville, and Bloom-Carroll Elementary Schools with school-aged childcare services both before and after school.

WHY JOIN US:

- **Mission-Driven Impact:** Play a vital role in shaping the lives of children, youth, and families in our community. Your work will create meaningful change and foster the values of caring, honesty, respect, and responsibility.
- **Flexible Work Environment:** We offer flexibility to ensure you can balance your work and personal life.
- **Professional Development:** We are committed to your growth! You will have access to leadership training, mentorship, and opportunities to attend state and national YMCA conferences and leadership programs.
- **Community & Team:** Work alongside a passionate, dedicated team that is united by our shared mission. You will join a supportive workplace culture that values collaboration, inclusivity, and innovation.

ESSENTIAL FUNCTIONS:

1. **Program Management & Fiscal Oversight:**
 - Lead and manage all childcare and youth and family programs, including developing, implementing, and monitoring the program budget to meet fiscal objectives.
 - Collect and analyze program statistics to evaluate effectiveness, engagement, and areas for improvement.
 - Oversee facility management, ensuring scheduling, activity planning, and recordkeeping are completed efficiently.
 - Monitor and adjust staffing schedules to align with required ratios and budgetary requirements.
2. **Program Development & Community Needs:**

- Ensure that programs meet community needs by evaluating and expanding existing services and developing new initiatives.
 - Coordinate directly with local elementary school leadership to ensure school-aged care services run efficiently and according to school district guidelines.
 - Assist in marketing and distributing program information to increase visibility and participation within the community.
3. **Regulatory Compliance & Safety Standards:**
 - Ensure compliance with federal, state (State of Ohio), and local regulations, including licensing and certifications for program areas.
 - Implement and maintain ADA accommodations and ensure YMCA program standards and safety protocols are followed, maintaining full regulatory compliance.
 4. **Financial Assistance & SUTQ Requirements:**
 - Maintain expertise in Step Up to Quality (SUTQ) and other financial assistance programs, ensuring program quality and maximizing reimbursement opportunities.
 5. **Event Planning & Special Initiatives:**
 - Plan and coordinate special events such as Healthy Kids Day, Send a Kid to Camp, and Family Appreciation Night, ensuring alignment with the YMCA's mission and goals.
 6. **Social Media & Marketing Collaboration:**
 - Collaborate with the Marketing and Development Director to manage and oversee social media content for childcare programming, ensuring effective communication and community engagement.
 7. **Administrative & Reporting Compliance:**
 - Ensure timely completion of all administrative paperwork, including attendance tracking, SUTQ requirements, Child and Adult Care Food Program (CACFP) documentation, incident reports, and other required reports.
 8. **Publicly Funded Child Care Monitoring:**
 - Manage Publicly Funded Child Care (PFCC) participants, ensuring accurate tracking of attendance, family sign-ins, and proper application of absent days to maintain compliance and funding eligibility.
 9. **Professional Development & Training:**
 - Participate in ongoing professional development, including Ohio Child Care Resource and Referral Association (OCCRRA) profile maintenance.
 - Support staff in finding relevant training opportunities and ensuring compliance with professional development requirements.
 - Perform yearly performance reviews of staff and any necessary performance corrections.
 10. **Grant Funding & Sustainability Efforts:**
 - Research, apply for, and manage grant funding opportunities to promote program growth and ensure long-term sustainability. Regularly evaluate funding sources to maximize program impact.
 11. **Staff Development & Support:**
 - Assist staff in maintaining up-to-date professional profiles on OCCRRA, offering guidance on relevant training for continued development.
 12. **Collaboration with YMCA and Community Networks:**
 - Actively participate in Ohio Alliance of YMCAs meetings, committees, and educational sessions to stay informed about trends and best practices in childcare and youth development programming.
 13. **Community Engagement & Partnerships:**
 - Foster relationships with local committees, organizations, and community leaders to enhance youth development initiatives and promote the YMCA's presence within the community.
 14. **Evidence-Based Practices & Quality Assurance:**
 - Regularly review program plans and records to ensure consistency with evidence-based best practices, making data-driven adjustments to improve outcomes.
 15. **Diversity in Recruitment & Team Building:**
 - Recruit, hire, and develop diverse staff and volunteer teams across multiple dimensions of diversity. Provide onboarding, schedule management, and performance evaluations to ensure staff success.
 16. **Relationship Building & Communication:**

- Model strong relationship-building skills in all interactions. Foster and maintain collaborative relationships with staff, families, and community organizations (e.g., state childcare licensing agency, school administrators) to enhance program impact and outcomes. Maintain clear, concise communication across all areas of responsibility.

17. YMCA Activities & Community Involvement:

- Organize or participate in YMCA committees, special events, and fundraising activities to support organizational goals and community engagement.

18. Other Duties as Assigned:

- Fulfill additional responsibilities as needed to support the organization's mission and meet program goals.

QUALIFICATIONS:

- Bachelor's degree in a related field or equivalent experience.
- YMCA Team Leader certification preferred.
- One to two years of related experience (e.g., supervisor or coordinator of childcare programs) is preferred.
- Minimum age of 21.
- Within 30 days of hire, completion of OCCRA certifications, Child Abuse Prevention, Working with Program Volunteers, CPR, First Aid, AED, and Bloodborne Pathogens training.
- Fulfillment of state-specific hiring standards and completion of YMCA program-specific training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).