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FOR SOCIAL RESPONSIBILITY

HARRISBURG AREA YMCA JOB DESCRIPTION

Job Title: **Child Care Director, West Shore Branch YMCA**

FLSA Status: Full-Time Exempt

Leadership level: Team Leader

Salary Range: $43,888 - $58,500

Reports to: Director of Youth Development

Revision Date: 09/22/2026

POSITION SUMMARY:

The Child Care Director provides leadership and strategic oversight for the Harrisburg Area YMCA's Early Childhood Education programs. This role ensures program excellence, safety, compliance, and growth while building strong relationships with families, school partners, and staff. The Childcare Director supervises site staff, ensures alignment with YMCA standards and licensing regulations, and cultivates a positive, inclusive culture that reflects the Y's mission of youth development, healthy living, and social responsibility.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Direct the daily operations of assigned Child Care programs, ensuring compliance with YMCA policies, PA DHS licensing regulations, and Keystone STARS guidelines.
2. Implement high-quality, developmentally appropriate curriculum and enrichment opportunities that promote social, emotional, physical, and academic growth.
3. Conduct regular evaluations to ensure safety, quality, and consistency across locations.
4. Recruit, train, supervise, and support teaching staff.
5. Provide ongoing professional development and coaching to foster a culture of excellence, accountability, and engagement.
6. Maintain appropriate staffing levels and manage scheduling in alignment with enrollment and budget.
7. Serve as a primary point of contact for families; respond to concerns with professionalism and care.
8. Build and maintain strong partnerships with internal YMCA departments.
9. Promote the YMCA as a safe, supportive, and enriching environment for youth and families.
10. Assist in developing and managing program budgets in alignment with enrollment targets and revenue goals. Maintain accurate records, including attendance, incident reports, licensing documentation, and evaluations. Ensure timely and accurate billing and subsidy processing in coordination with the YMCA's finance team.
11. Contribute to the planning and implementation of strategies to increase enrollment and retention in youth programs. Collaborate with the Director of Youth Development and Harrisburg Area YMCA Child Care Leadership on strategic initiatives.
12. Ensure all programs align with the Y's cause-driven mission and Youth Development Best Practices.

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QUALIFICATIONS:

- Bachelor's degree in education, child development, recreation management, human services, or a related field (required).
- Minimum of 2–4 years of supervisory experience in licensed child care, youth programming, or camp leadership (required).
- Strong knowledge of Pennsylvania DHS regulations, Keystone STARS standards, and youth development principles.
- Ability to lead and inspire a diverse team with empathy, accountability, and vision.
- Excellent organizational, communication, and conflict-resolution skills.
- CPR, First Aid, Child Abuse Clearances, FBI Fingerprinting, and NSOR Clearance (or ability to obtain prior to employment).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.
- While performing the duties of this role, the employee will regularly use a computer and phone or smart device for extended periods and must be able to communicate effectively through both.
- The employee is frequently required to sit, reach, and move throughout the work environment, including classrooms and office spaces.
- The employee must be able to lift and/or move children and equipment weighing up to 40 pounds.
- Visual acuity must include the ability to see both near and far, and to adjust focus as needed.
- The noise level is typically moderate but may be higher at times due to interactions with children and classroom activity.

COMMITMENT TO CHILD SAFETY:

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate "Youth Protection Policy for Personnel and Volunteers" statement and abide by it.

Supervisors and administrators will:

- Follow employee and volunteer screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with ongoing supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with consumers.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.
- Follow mandated reporting requirements.
- Communicate to all employees and volunteers the organization's commitment to protect their consumers from abuse.

Report essential abuse risk management information to the Board of Directors.

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BENEFITS:

Dental insurance, health insurance, vision insurance, voluntary life insurance, paid time off, retirement plan, select program discounts, and free Harrisburg Area YMCA Family Membership.

SIGNATURE:

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.

I have reviewed and understand this job description. I agree to fulfill my responsibilities as a Child Care Director in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

_____ _____

Employee Name Employee Signature

Date: _____