



## **Assistant Child Enrichment Director Job Description**

**Title:** Assistant Child Enrichment Director

**Reports to:** Child Enrichment Director

**Position Type:**  Full Time  Part Time

### **Key Job Functions**

The Assistant CE Director is responsible for assisting with the planning, organizing, implementing, and coordinating the YWCA CE program in conformance with local, state and federal program requirements. The position requires a full-time commitment, which may include occasional weekend duties. Under general supervision from the CE Director, the position includes curriculum development, oversight of facilities, communications, development and implementation of policies & procedures, and staffing.

### **Principle duties and responsibilities**

Assist with the Development and implementation of CE program operating policies, procedures, and curriculum (STEAM) in accordance with the YWCA mission of eliminating racism, empowering women and promoting peace, justice and dignity for all persons,

Ensure that the YWCA CE facilities conform to federal, state, and local regulations and licensing requirements.

Assist CE Director in the following: Recruit children for the YWCA CE program, maintain accurate records on children enrolled in the program to include their development, attendance, and general health; conduct appropriate registrations, and maintain appropriate files and waiting lists for the program.

Assist CE Directors with evaluations, assessments and surveys (children, parents, and staff). Provide reporting and analysis of such instruments.

Serve as a Site Coordinator as needed.

Develop assessment tools (formal and informal) to review performance of CE program; make recommendations for CE policies and procedures to ensure growth and continued development of program and participating children; and provide reports to parents, YWCA staff and other entities on program performance and activities.

Coordinate with child protection service agencies to ensure the safety and well-being of children when appropriate.

Maintain collaborative relationships with organizations and other entities to forge strong community partnerships and enhance YWCA programs.

Communicate with parents, community partners and others regarding the CE program and specific issues related to individual children.

Conduct marketing campaigns to promote CE Program Enrollment. Assist with development of additional CE sites in alternate markets.

Assist CE Director with CE location monitoring, including staff evaluations and review of classroom supplies, materials, and condition.

Maintain relations with parents and prospective clients, school district personnel and others involved in the delivery of the services for school aged children.

Maintain active social media presence for CE program (FB & Instagram), monthly newsletters, webpage updates and other communications as required

Review attendance sheets weekly and enters such data in CE Roster spreadsheet

(Assist CE Director if needed) Prepare detailed and weekly monthly invoices to parents and other responsible entities including CHASI and DCFS collaborations.

Ensure that the YWCA CE program physical facilities comply with local, state and federal laws and are safe and appropriate for children.

Ensure that CE facilities are neat, clean and appropriately decorated for CE programs.

Maintain knowledge of local, state and federal laws regarding safety requirements.

Develop menus using healthy and nutritious food and purchase food and supplies.

Participation and review of Gateways To Opportunity website and other State Child Care Resources for professional development, grants, and other resources.

Maintain knowledge of IL DCFS License Exempt requirements for school aged child care program.

Other duties as defined.

**Job Requirements:**

- Requires 1-3 years related experience in school -aged child care programs or related work experience.
- Valid driver's license and reliable transportation.

- Pass state mandated criminal background check, and completion of mandated DCFS Gateways to Opportunity coursework within 90 days of hire.

### **Education Requirements**

- Collegiate level course work in child development or related field and completion of other requirements as defined by the State of IL license exempt standards for child care facilities with school aged children.

### **Key Competencies**

- Planning and organizing
- Customer/client focus
- Leadership
- Ethical conduct
- Teamwork
- Customer service orientation
- Communication skills
- Writing skills
- Contributes to positive work environment
- Knowledge of MS Office Suite Products (Word, Excel, Publisher/Canva, Powerpoint)

### **Physical**

The job operates in a child care environment, but is based in an office. The position will interact with children at various locations in Madison County on a regular basis. The CE Director will also have to occasionally do some lifting of supplies. Employment at the YWCA requires the use of stairs so that physical mobility is required.

The job description for the position of Assistant CE Program Director does not state or imply that these are the only activities to be performed by the employee holding this position. As needs of the organization change employees may be required to follow other and sometimes new job related responsibilities.

In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate individuals with disabilities. An individual seeking such an accommodation should contact the Executive Director.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at will employer. Employees can be terminated for any reason not prohibited by law.

I understand that I am responsible for the satisfactory execution of the essential functions outlined in this job description, under all conditions previously described.

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**Employee Signature**

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**Date**