



Director in Training Position

Requirements:

Qualifications of Director in Training:

- Completion of Admin Class (3 units) or show proof of enrollment within 6 months of hire
- Be able to work flexible hours to observe Opening & Closing procedures as well as staff meetings
- Willing to relocate to any YMCAOC Child Care site

Director In Training will meet the following standards by end of 6 months:

- Review of Title 22 and YMCAOC regulations, including Operating Procedures and Policy & Procedure Manual in the first 30 days.
- Complete 4 Core Trainings, New Employee Orientation and Child Abuse Prevention, Inview and Day Care Works trainings in the first 60 days.
- Complete Director trainings which include: HR Boot Camp, Supervisors Crash Course and, Anti-Harassment in the first 60 days. (Checklist Attached)
- Complete entire Child Care Director Orientation in the first 30 days. (see attached)
- IMS Daily/Return phone calls
- Check email daily
- Check InView Daily-make audits and approve timesheets each business day
- If Director is sick he/she will contact supervisor by 8:00am and arrange for site coverage
- Director will observe, train, and orientate staff
- Complete any necessary shopping in the AM
- Maintain budget and flex tool
- Will market program through List serves, community, branch, open house etc.
- Maintain positive relations with School Principal, PTA, and Members
- Maintain and update all staff trainings
- Hold staff accountable to required duties and responsibilities
- Meet all administrative deadlines
- Role model the behavior that is expected from staff

- Director should be available to morning staff via cell phone and be at their site by 12:00pm if no other child care obligations are required. Director should be “Working” by 9:30am
- Administrative duties prior to children’s arrival
- Director is to close the site daily
- Maintain all Title 22, risk management, and YMCA policies at all times
- Texting fellow Director’s, staff, or supervisors is **not** an effective means of communication

Expectations:

Director in Training will:

- Eligible to apply for a director role at any site in organization
- Recognize and implement YMCAOC/COA standards
- Understand and interpret a site budget and profit and loss statements
- Complete at least 3 Staff Observations
- Plan and execute a Staff Meeting
- Be involved in a PAC meeting and a PTA committee
- Be able to hire new staff
- Be a participant in a staff disciplinary conference
- Participate in an Operational Review
- Program planning
- Staff schedules & payroll review

Director In Training Plan:

Assign a mentor director who will implement each phase of plan. Mentor Director and AM/PD will also provide additional directors who will assist with the Director in Training development through provision of skills that may be more applicable to additional directors.

Establish dates to visit other sites to explore other management styles and program implementation during 6 months- at least one site visited each month.

Mentor Director will document weekly the progress of training and observe and coach DIT- in writing. Establishing, with DIT weekly goals, past week accomplishments and areas for continued growth.

Phase I: Leadership Introduction (Month 1 & Month 2)

- Mentor director will utilize a set training plan establishing dates for all trainings within 60 days in writing and coordinate calendar of DIT.
- Commitment to send and provide training to DIT is essential- will not be used as staff person for 60 days
- Provision of Information and Training – DIT will be encouraged to initiate questions, shadow mentor director and observe.
- Month 1 and Month 2 will establish the foundation of the “hard” skills and provide observation for “soft skills”.
- DIT will be introduced to site staff, children and families, and school staff as Director in Training and will be observing and shadowing, and present at site for the duration.
- Mentor Director will provide explanations and teachable moments throughout each day

Phase II: Leadership Immersion (Month 3 & Month 4)

- Mentor Director will provide established opportunities for DIT to practice hard skills- providing guidance and coaching- correct any items that may need correcting through immediate constructive feedback.
- DIT will participate in staff meetings, PAC, school meetings, branch meetings encouraged to proactively provide feedback alongside Mentor Director.
- Mentor Director will provide leadership opportunities at site and step back encouraging staff to utilize DIT as a supervisor, parents and children as well.
- Mentor Director will observe and provide feedback on celebrations and areas for growth-supporting decisions made by DIT and following afterward if alternate choices could have been explored if needed.
- Establish set days that DIT will take leadership role each week at site.

Phase III: Leadership Integration (Month 5 & Month 6)

- Mentor Director will switch roles with DIT and DIT will integrate skills learned through provision of direct leadership at site
- Staff, parents, children and school staff will communicate with DIT- empowering DIT to develop management style and put skills into action.
- Instead of answering questions directly- Mentor Director will ask DIT to provide possible solution or plan – allow DIT to implement (unless safety is compromised) - provide feedback after plan is implemented for successes and possible alternate choices.

YMCA OF ORANGE COUNTY

JOB DESCRIPTION

JOB TITLE: Childcare Director In Training	REPORTS TO: Mentor Child Care Director
JOB CODE:	GRADE:
FLSA STATUS: Non Exempt	EFFECTIVE DATE:

GENERAL PURPOSE: Actively participates and successfully completes Child Care Director in Training program within six months of employment in order to assume responsibilities for the overall leadership of a specific child care site including staff supervision, daily schedule and curriculum, enrollment, parent and school relations, facility maintenance, risk management, fiscal accounting and licensing compliance.

RESPONSIBILITIES/DUTIES:

- Actively participate with mentor director in established Director in Training program attending all assigned trainings and one on one meetings.
- Upon successful completion of training program willing to apply for and accept open Director position within all of YMCA of Orange County.
- Ability to work a flexible shift meeting the needs of assigned site during operational hours of 6:45am – 6:00pm.
- Effectively communicate with mentor director regarding learning style, knowledge assessment, goal setting and continued training needs.
- Utilize three stages of Director in Training program- Leadership Introduction, Leadership Immersion and Leadership Integration for development in site operations and management.
- Provide proof of enrollment in Child Care Administration course if not previously completed within first six months of employment, provide official transcript of successful completion within 12 months of employment.
- Plan, prepare, supervise, implement and evaluate programs. May supervise any staff or volunteer positions at the site. May supervise children directly or indirectly at the site.
- Ensure the safety of children and staff.
- Manage operating budget per enrollment.
- Plan, supervise, and implement the program in accordance with the policies and philosophies of the YMCA.
- Maintain a licensed program in accordance with Title XXII regulations and the YMCA of Orange County Compliance Manual.
- Assist in the direct supervision of children in order to maintain mandated ratios.
- Assist in selecting, orienting and training paid and volunteer staff.
- Supervise and evaluate the performance of all Teachers, Associate Teachers, Assistants, and Volunteers.
- Implement staff meetings and trainings.
- Maintain positive parent-staff and community-school relationships.
- Organize and maintain Parent Advisory Committee and fund raisers.
- Assist in program promotion, explain the program to visitors.
- Collect tuition fees by given deadlines.
- Communicate with Area Managers, Program Director, Maintenance Staff and Childcare Administration staff.
- Maintain the arrangement, appearance and learning environment of the Child Care Site.
- Carry through plans by obtaining materials.
- Attend classes and/or trainings to stay current on Child Care issues.
- Follow and enforce safety regulations and other YMCA and School policies, procedures.

This position description is not intended to be all inclusive.

It is understood that the employee will also perform other reasonable business duties.

Positions descriptions are reviewed periodically and may be revised at the discretion of management.

This position description is not a written or implied contract.



YMCA OF ORANGE COUNTY

JOB DESCRIPTION

- Perform other duties as assigned.

SUPERVISORY DUTIES: In accordance with applicable policies/procedures and Federal/State laws, may perform the following supervisory responsibilities: Interviewing, hiring, orienting, and training staff; planning, assigning, and directing work; coaching and appraising performance; rewarding and disciplining staff; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications which an individual needs in order to successfully perform the duties and responsibilities of this position. Please note that the minimum qualifications may vary based upon the department size and/or geographic location.

Licensing Option 1

Education & Certifications: High School Diploma or equivalent, EMSA First Aid & EMSA CPR Certification, 15 college units accepted by licensing (3 units in Child Development, and 3 units or 60 training hours in Administration, and 9 units or 180 training hours in Recreation, Elementary Education or related field) required.

Experience & Background: Must be at least 21 years of age. 4 years of experience working with children, previous supervision of staff, and completion of all requirements for 15 hour Preventative Health Practices required.

Licensing Option 2

Education & Certifications: 2 year college degree in related field, EMSA First Aid & EMSA CPR Certification, 15 college units accepted by licensing (3 units in Child Development, and 3 units or 60 training hours in Administration, and 9 units or 180 training hours in Recreation, Elementary Education or related field) required.

Experience & Background: Must be at least 21 years of age. 2 years of experience working with children, previous supervision of staff, and completion of all requirements for 15 hour Preventative Health Practices required.

Licensing Option 3

Education & Certifications: 4 year college degree in related field, EMSA First Aid & EMSA CPR Certification, 15 college units accepted by licensing (3 units in Child Development, and 3 units or 60 training hours in Administration, and 9 units or 180 training hours in Recreation, Elementary Education or related field) required.

Experience & Background: Must be at least 21 years of age. 1 year of experience working with children, previous supervision of staff, and completion of all requirements for 15 hour Preventative Health Practices required.

Skills/Abilities:

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JOB DESCRIPTION

- Excellent verbal communication skills;
- Strong customer and results orientation;
- Ability to interact effectively at all levels and across diverse cultures; and
- Ability to be an effective member of project teams.

Leadership Competencies:

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to improving lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communication to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.

Operational Effectiveness: Provides other with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insight. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

Training Profile:

- MANDATORY COURSE REQUIREMENTS:
 - Child Abuse Prevention
 - New Employee Orientation
 - Risk Management (IIPP, HIPPA, Bloodborne Pathogen etc.)
 - Partners Campaign
 - Special Needs Policy & Procedure
 - Child Guidance
 - Safety in Afterschool
 - Delivering Quality Programs
 - Developing Partnerships
 - Health & Safety
 - Basic Water Safety
 - Budget Basics/Workshop
 - Basic Supervision
 - 4 Core

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JOB DESCRIPTION

- Component III
- Customer Service & Care
- Sexual Harassment (every 2 years)
- MANDATORY PROFESSIONAL CERTIFICATES:
 - CPR Certification
 - First Aid Certification
 - High School Diploma or equivalent, additional college work as required
- MANDATORY COMPUTERS/SOFTWARE TRAINING:
 - Microsoft Office: Word, Excel & Power Point, Day Care Works, In View
- PROFESSIONAL GROWTH COURSES:
 - Management of Multiple Projects
 - Conflict Management & Negotiation
 - Communicating Effectively
 - Management, Leadership & Team Building
 - Strategic Planning
 - Child Care: Working with 5-9 Year Olds
 - Child Care: Working with 10-14 Year Olds
 - Child Care: Character Development
 - Child Care: School Age Director
 - Child Care: Administration of Childcare
 - Child Care: Principles of Y Childcare
 - Understanding Your Community & Its Culture
 - Director Certification
 - College Extension Course/Certificate

PHYSICAL DEMANDS: They physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is regularly required to:

- Ability to see and hear distress signals.
- Frequently required to stoop, bend, kneel, crouch, crawl, talk, hear, stand, walk, sit, reach with hands and arms.
- The employee must be able to push, lift, pull and/or move up to 40 lbs.
- See, hear, speak and write clearly in order to communicate with employees and/or other customers;
- Manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment;
- Possess the ability to think logically, be detail-oriented, and accurate; and
- Travel as required to meet accountabilities.

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WORK ENVIRONMENT: In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

- Indoor and outdoor childcare and recreational sites;
- Exposure to sun, heat, cold, potentially hazardous chemicals, toxic materials.
- Work in water and on slippery and uneven surfaces.
- Noise level is usually moderate to high.

I have read and understand the position description and attest that I can perform the essential functions of the job with or without reasonable accommodation:

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

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Director In Training Plan One- On – One Meeting

Director In Training: _____

Mentor Director: _____

Date: _____

Strengths

Areas for Growth

Employee Comments/Questions

Goals/Training For Next Week:

Director In Training Signature

Date

Mentor Director Signature

Date