



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

YMCA JOB DESCRIPTION

Job Title: **CDC Administrator On-Site – Fair Haven**

Department: Child Development

FLSA Status: Exempt

Status: F/T

Revision Date: 08/13/26

Reports to: Child Development Director

POSITION SUMMARY:

Under the direction of the Child Development Center Director, the CDC On-site Administrator for Fair Haven will administer and provide leadership and direction for the YMCA Child Development Center at Fair Haven for the infant, toddler, preschool and school age programs. Through this direction he/she will ensure the high quality and maximum enrollment of these programs.

ESSENTIAL FUNCTIONS:

1. Staff Management

- Supervise all Child Development Center staff at Fair Haven.
- In collaboration with CDC Management Team, train staff.
- Management Team: Conduct the meetings; record the minutes; transcribe and forward the minutes to all members of the team.
- Develop annual program and professional goals, in collaboration with the Child Development Center Director.
- Train and maintain an adequate roster of teaching staff to meet the enrollment needs of the infant, toddler, preschool and school age programs.

2. Licensing and Step Up To Quality

- Ensure child care employees maintain compliance with all State of Ohio Department of Job and Family Services and Step Up To Quality licensing rules, regulations and program standards.
- Maintain up to date employee records in accordance with licensing requirements for ODJFS and SUTQ standards.
- Participate in ODJFS and SUTQ licensing inspections, at least twice annually, in whatever way is requested.
- Ensure that an on-line ODJFS child care orientation is completed within 90 days of employment and a copy put in the staff persons licensing file.
- Ensure that all child care staff, including self, are attending and completing early childhood development and professional trainings as required by ODJFS and SUTQ licensing.
- Schedule annual fire inspection of the child development center in compliance with ODJFS licensing.
- Meet with each child care employee to develop annual professional development goals in accordance with SUTQ requirements.
- Maintain SUTQ Evidence Portfolio for each program area. Provide required standards materials for each program area in accordance with age group.
- Provide Early Learning Guidance documents, related to standards, in each program area.

3. General Responsibilities

SIDNEY-SHELBY COUNTY YMCA

300 E. Parkwood Street
Sidney, OH 45365
(937) 492-9134
www.sidney-ymca.org

- Conduct parent/child orientations and tours of the Y Child Development Center at Fair Haven.
- Keep Child Development Director informed of any CDC concerns regarding parents, staff, children or the facility.
- Ensure that teaching staff are producing lesson plans in accordance with Creative Curriculum, Edition 5, and are implementing these lessons plans on a daily basis.
- Ensure that child care preschool teaching staff is conducting evaluations of each child, in accordance with Teaching Strategies Gold, in the fall and spring of each school year.
- Ensure the timely production and distribution of registration forms, program brochures, field trip permission forms, parent handbooks, and other program related materials as needed, in collaboration with CDC Associate Director.
- Answer phones and greet parents as needed.
- Secure the office area daily.
- Act as child care program substitute as needed.
- Complete annual youth abuse prevention training and other related trainings
- Serve on YMCA Committees as requested
- Ensure a clean and organized environment is maintained at the Y Child Development Center at Fair Haven

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

QUALIFICATIONS:

The CDC Administrator on-site at Fair Haven must have a minimum of five (5) years of child care experience, administrative preferred, and either a degree in Early Childhood Development, a Child Development Associate Credential or a minimum of 12 credit hours in Early Childhood Development from an accredited college, in addition to a high school diploma. He/she must possess strong skills in the following areas: verbal and written communication, organization and planning, supervision of staff and children, time management and budgeting. The CDC Director at Fair Haven needs to be able to establish and maintain positive professional relationships with staff, parents, children and volunteers and be a role model for the YMCA Character Development values of Caring, Honesty, Respect and Responsibility. Certification in CPR, First Aid, Communicable Disease and Child Abuse Recognition and Prevention is required.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Ability to stand for up to four hours at a time; lift up to 40 lbs.; carry, bend, and stoop; work outdoors in direct sunlight for up to two hours; and perform sitting and desk work.
- Must be able to perform the physical duties of the positions supervised.