



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

**Position:** Licensed Program Coordinator (FT)

**Locations:** Northwest YMCA Early Childhood Education Center

**Reports to:** Director of Early Childhood Education

**Range:** Commensurate with education and experience

**Major Responsibilities:**

- Administer the Early Childhood Education Program in accordance with the WI Depart. of Children and Family (DCF 251) rules and regulations related to the care of children including, but not limited to: staffing, scheduling, orientation and training of staff, equipment and supply needs, program environment, classroom observations and curriculum
- Ensure that care of program participants and staff is a key priority with excellent customer service and communication while maintaining professional and organized center atmospheres
- Monitor ECE center during scheduled hours, guiding and coaching staff, assist with conflict resolution effectively and be prepared to teach in classroom up to 25 hours per week pending enrollment of center
- Support implementation and maintenance of appropriate curriculum and activities within the Creative Curriculum/Teaching Strategies framework and any other classroom/envt. tools
- Provide administrative and program support; maintain accurate records for accounting of payments, attendance, reports, staff, and children's records that are in compliance with DCF and association policies and procedures
- Assist with the training of ECE staff and support quality program delivery through staff excellence in an effort to achieve the desired program outcomes; maintain required current certifications
- Perform all other duties as assigned by supervisor

**Qualifications:**

- A Bachelor's Degree in Early Childhood Education or related field is preferred
- Must be at least 21 years of age and possess a high school diploma or equivalent
  - a. Required Trainings: Provided by the YMCA-CPR-Pro, AED, and First Aid Certification Shaken Baby Syndrome and SIDS
- At least 80 hours of approved Early Childhood classes with documentation OR completed at least 6 credits in elementary education, child guidance, child development or other approved courses OR have a bachelor's degree in education, social work, child development, child psychology or other related field
- Early Head Start Education Requirements are met: Infant/Toddler Credential via college level courses (must be obtained or actively in progress within 6 months of working).
- Must have 2 years previous experience working with children in a formal setting; minimum of 1 years supervisory experience or administration preferred
- Proven ability to manage multiple priorities, have initiative, good judgment, ability to work independently, strong interpersonal skills with excellent written and oral communication skills
- Competent computer skills necessary to perform job; Microsoft Office experience preferred

**Benefits:**

Excellent benefits include health/dental/life insurance, 12% fully paid retirement plan, free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

**Deadline:** September 7, 2017

**Apply Online:** <https://apply.ymcamke.org>

*The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility*

**Equal Opportunity Employer  
THE YMCA WELCOMES A  
DIVERSE WORKFORCE**