



YWCA Mahoning Valley

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ywcamahoningvalley.org

Childcare Administrator

The Discovery Place Administrator will oversee the daily operations of the child care facilities. This individual will interact with parents, coordinate marketing efforts, hire and train staff, and ensure that facilities and staff members comply with state licensing regulations. The administrator will create and implement curriculum and activities that promote early childhood development, ensuring that facilities provide a safe and nurturing environment.

Essential Skills

The Early Childhood Administrator must have a strong understanding of early childhood development and child care. He/she needs to have strong leadership skills, the ability to delegate authority and is able to hire, train and manage staff. Excellent written and verbal communication skills are essential for interacting with parents, children, and coworkers.

The ideal candidate must be organized, practice good computer skills and be able to handle multiple tasks at once.

Tasks include but are not limited to:

- Maintaining an environment that is tolerant and respectful of child and family cultures, values and differences.
- Establishing relationships with individual children and families and being responsive to their needs.
- Provide care in classrooms as needed to meet safety and licensing regulations.
- Tour prospective families
- Knowledge of Licensing standards and Step Up to Quality guidelines to keep up and improve quality ratings
- Maintain the facility in accordance with ODJFS licensing standards.
- Maintain facility in accordance to SUTQ standards.
- Maintain center records (includes emergency drills; building, fire and sanitation inspections)
- Develop and update personnel and operational procedures.
- Develop and maintain Early Childhood and School Aged summer curriculum.
- Order appropriate center supplies for provision of care (food, gloves, toiletries, supplies for classroom programs and activities etc).
- Establish and maintain a healthy, safe and fun working environment.
- Maintain and increase enrollment

Education requirements

The candidate needs at minimum a CDA and be CPL level 3. Early Childhood Education Associates or Bachelors degree preferred.

Experience

- Childcare: 3-5 years (Required)
- Supervisory: 1 year (Preferred)
- School Age Programming: 1 year (Preferred)
- Marketing: 1 year (Preferred)

Must be able to pass a Drug Screen and a Background Check

Job Type: Full-time

This organization is an Equal Opportunity Employer

To apply, email resume to info@mvywca.org