



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Co-Director of Early Learning, Full-Time, Framingham

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you! Competitive pay and benefits! **Exempt annual salary \$70,000 based upon experience and credentials! Equal Opportunity Employer.**

Essential Functions:

Develops, organizes, and implements high quality Early Learning Centers in accordance with Department of Early Education and Care regulations (EEC), National Association for the Education of Young Children (NAEYC) standards as well as MetroWest YMCA philosophy, policies, and practices. This position will also serve as the lead for kindergarten readiness efforts for the association.

Responsibilities and Duties:

1. Manages, directs, coordinates, and enrolls Early Learning Center. Implements strategic initiatives and establishes new program activities.
2. Assures compliance with NAEYC, EEC, state and local regulations as well as YMCA program standards
3. Ensures high quality programming by including:
 - a. A curriculum that incorporates learning outcomes as well as individualized support
 - b. Child assessment and quality improvement practices
 - c. Completes a comprehensive program evaluation and subsequent follow through with program improvement plan.
4. Serve as staff lead for Regional Education in the absence of the Executive Director.
5. Develops and maintains relationships with children, families, Massachusetts Department of Early Education and Care, Framingham Public Schools and other stakeholders related to center through verbal and written communication.
6. Leads the marketing and distribution of program information.

7. Responds to all family, Y, and community inquiries and complaints in a timely manner.
8. Provides staff leadership for annual fund-raising campaign and committees as assigned.
9. Provides direct supervision to the Associate Director and Assistant Director as well as indirect supervision of the classroom educators.
10. Leads efforts to recruit, hire, train, schedule, and supervise personnel and volunteers as needed following Y policies and expectations. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
11. Provides professional development and consultation to all association staff who work with children from birth to 5 years old.
12. Engages families in volunteer opportunities including facilitating Family Advisory Council, encourage philanthropy, and organizes special events and educational opportunities for caregivers.
13. Builds relationships, partnerships and collaborations with members of the community for volunteer and community outreach opportunities including working with local colleges to recruit student teachers and other interns.
14. Ensures health and safety procedures are followed.
15. Provides a welcoming and engaging learning environment for children and adults
16. Develops, manages and controls budgets related to the position. Ensures programs operate within budget
17. Uses independent judgment and discretion in setting daily priorities to complete tasks.
18. Demonstrates sensitivity to linguistic, cultural, social, economic, individual, and role differences among individuals and families served.

Qualifications:

1. Bachelor's degree in related field or equivalent, EEC Director II certified and committed to ongoing professional development.
2. At least five years of experience as a supervisor in an EEC licensed early learning center including at least two years as an administrator (e.g., center director, assistant director).
3. Complete understanding, compliance, and experience with EEC licensing regulations and NAEYC accreditation standards.
4. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.

5. Ability to use initiative and judgment in selecting proper course of action in unusual or emergency situations.

6. Ability to effectively organize time and complete responsibilities; excellent written and verbal communication skills; basic computer skills (Microsoft Word, Email, etc.).

7. Bilingual in English/Spanish or English/Portuguese a plus.

8. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

Work Environment & Physical Demands:

- The physical demands described here 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 functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.

Qualified and interested applicants please submit a cover letter and resume to Employment@metrowestymca.org or apply online.

TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO EMPLOYMENT@METROWESTYMCA.ORG