



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA

ASSISTANT DIRECTOR OF EARLY LEARNING

Department: Early Learning - Education

Reports to: Director of Early Learning

FLSA Status: Full-Time, Exempt

Salary Range: \$60,000 - \$65,000 annually based on experience and credentials

OUR CULTURE:

Our culture brings our mission and core values to life. 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! Equal Opportunity Employer.

POSITION SUMMARY:

The **Assistant Director of Early Learning** provides support to the Director of Early Learning and other members of the Education Branch leadership team in the operation of the Early Learning Center. This role helps develop, organize, and implement a high-quality YMCA Early Learning Center program in alignment with Department of Early Education and Care (EEC) regulations, National Association for the Education of Young Children (NAEYC) standards, and the MetroWest YMCA's philosophy, policies, and practices.

This is a full-time position, Monday through Friday. The program operates from 7:30 AM to 6:00 PM daily, and the employee must be available during these hours to fulfill a 40-hour work week (2 openings, 2 closings and rotating Fridays opening/closing). The position is supervised by the Director of Early Learning, and the daily schedule is coordinated among Early Learning Center leadership to ensure coverage and support during core operating hours. Occasionally, evening or weekend hours may be required to support deeper family engagement and strengthen community partnerships.

ESSENTIAL FUNCTIONS:

1. Provide mentorship across all classrooms and support the Lead Mentor Teachers in directing and coordinating the Early Learning Center. Work directly with educators and families to handle typical daily operations. Complete assigned administrative duties necessary to ensure a safe, high-quality program. Examples include create weekly sign-in sheets and monthly attendance sheets, conduct and document fire drills/evacuations, maintain proper records/department files.
2. Onboard, orient, and train new educators on curriculum/assessment software (Teaching Strategies). Reviews and evaluates staff performance. Deliver supportive mentoring strategies to positively impact each team member's teaching practice, professionalism, workplace interactions and family engagement to promote the values and philosophy at the Y. Develop strategies to motivate staff and achieve goals.
3. General and timely communications with families including, but not limited to, inquiry follow-ups, center newsletter, Facebook page, etc.
4. Provide classroom coverage and student transport to classes when needed.
5. Curriculum review and instruction ensuring that educators are implementing program activities that are culturally relevant, developmentally appropriate and consistent with YMCA priorities as well as making ongoing, systematic observations and assessments used to create and monitor progress toward goals for each child.
6. Assure compliance with state regulations and local requirements as they relate to program areas. Ensure that MetroWest YMCA program standards are met including health and safety procedures.
7. Maintain program site and equipment as well as required program records as well as licensing documentation (document library, accident report log).
8. Adhere to program standards including safety and cleanliness standards.
9. Follow YMCA and DEEC policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, emergencies, and recording professional development in DEEC's Professional Qualification Registry.
10. Collaboration: Build strong relationships with others at the Y, school personnel, partner organizations, and others to integrate, implement, and strengthen comprehensive quality efforts.
11. Models relationship-building skills in all interactions; develops and maintains collaborative relationships with staff, parents and caregivers, and community organizations (e.g., licensing agencies, school administration) to maximize program impact and drive overall outcomes; maintains regular, clear, and concise communication within area of responsibility.

12. With Director of Early Learning and Director or Family support organize and participate in family nights, program activities, staff meetings and professional development in accordance to individual professional development plan and DEEC regulations

13. Provide staff leadership for annual fund raising campaign and committees as assigned as well as assist in other YMCA fund raising activities, marketing and distribution of program information.

14. Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Collaboration
- Program/Project Management

QUALIFICATIONS:

- Must be EEC Director certified and committed to ongoing professional development.
- Complete understanding and compliance with DEEC licensing regulations.
- Previous experience working with children in an NAEYC-accredited center and using Teaching Strategies GOLD preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Ability to relate effectively to people from all social and economic segments of the community.
- Bilingual in Spanish or Portuguese a plus.

WORK ENVIRONMENT AND 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 and be able to communicate using a computer and phone/smart device.

- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

To Apply: Download the [application](#) and email it including a resume to Employment@Metrowestymca.org