



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA

June 2024 Updated

Associate Director of Early Learning, Framingham

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** and 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. **The pay range for this full-time position is \$27.00 - \$29.00 per hour. Competitive benefits!** Equal Opportunity Employer. **The shift for this position is typically 9:30am – 6:00pm, Monday through Friday.**

POSITION SUMMARY:

The **Associate Director of Early Learning** is one of two Associate Directors who work together to provide support to the Director of Early Learning and other members of the Education Branch leadership team with the operations of the Early Learning Center to develop, organize and implement high quality YMCA Early Learning Center 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.

ESSENTIAL FUNCTIONS:

1. Provide direct leadership for all classrooms and support the Director of Early Learning to manage, direct and coordinate 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 review and update children's files document and SchoolDoc profiles, create weekly sign-in sheets and monthly attendance sheets, conduct and document fire drills/evacuations, maintain proper records/department files, oversee preadmission visits, manage distribution of access cards, and manage sports registrations/rosters.
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 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 EEC policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, emergencies, and recording professional development in EEC'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, organize and participate in family nights, program activities, staff meetings and professional development in accordance to individual professional development plan and EEC 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.

QUALIFICATIONS:

- Must be EEC Director certified and committed to ongoing professional development.
- Bachelor's degree required.
- Complete understanding and compliance with EEC 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 diverse groups of people from all social and

- economic segments of the community.
- Bilingual in Spanish or Portuguese a plus.

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 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 25 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