

JOB OPPORTUNITY

POSITION: Child Development Center Assistant Director

SALARY: Salary Range \$35,298 – \$52,948, includes full benefits **APP. DEADLINE: UNTILL FILLED**

SHIFT: This is a full-time, exempt position that requires a high level of commitment with normal business hours. Minimal travel is expected.

QUALIFICATIONS:

Under the direction of the Child Development Center Director, the CDC Assistant Director shall execute administrative duties to support the director of the daycare center. He/she shall be responsible for the child care programs in the absence of the director during operating hours. He/she must perform all duties in a safe and prudent manner. He/she shall be responsible for addressing concerns and inquiries from children, staff, and parents, which are brought to his/her attention. At the Southern Boone Area YMCA, we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission; caring, honesty, respect, responsibility.

This position requires a thorough understanding of the child-care field. Must be able to exercise discretion and independent judgment. Must be able to communicate effectively with parents and staff. He/she shall meet the Missouri Accreditation requirements set forth for an Assistant Director position. Requires at least two years experience in the child care field and 60 hours of approved college coursework and/or CDA. Must obtain a current TB test, physical examination and criminal background check. Must be certified in CPR/First Aid. Knowledge of licensing and accreditation regulations required. Must submit an official driving record which meets association standards. Must meet state driving license level required to transport children.

START DATE:

March 2025

DIRECT ALL APPLICATIONS TO:

Southern Boone Area YMCA

Attn: Branch Director

405 South Main Street

Ashland, MO 65010

Or Email to: kbatye@jcmca.org

