

eliminating racism empowering women

ywca

Central Massachusetts

Position: Center Director, Early Education & Care

Accountability: Director of Children's Services

Availability: Full-time

Location: Westborough

CORI Required: Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Manage a licensed and accredited early education program for 65 children ages 1 month – 5 years.

Responsibilities:

1. Hire and schedule center staff, including substitute coverage, to meet DEEC requirements.
2. Work with the Lead Teachers to ensure that a safe environment is created and a curriculum developed, implemented and maintained and where children can learn and grow at their own pace, interact comfortably with adults, and have the opportunity to participate in a variety of well-planned activities throughout the center.
3. Supervise all staff in a supportive manner and encourage positive and effective communication among staff; facilitate and/or conduct annual performance evaluations; provide required staff development and training opportunities; hold regular staff meetings.
4. Develop good relationships with parents through open and consistent communication, an open door policy which encourages parent visits, family activities, regular parent meetings, immediate communication about contagious illnesses, fire alarms etc.
5. Work with families in need of intervention and make referrals to outside agencies as needed.
6. Prepare, manage and monitor annual operating budget and the annual budget submission for the United Way.
7. Develop and implement strategies to meet annual income goals.
8. Maintain budgeted enrollment using waiting lists, age-appropriate transfers to other classrooms, referral agencies, and promotional marketing.
9. Manage parent fee collection, voucher billing, and scholarship system.

10. **Oversee voucher slots as well as grants and work with Director of Children's Services in developing and renewing contracts and grants as per scheduled timelines.**
11. **Develop and manage annual work plan to ensure implementation of the Association's Strategic Plan in consultation with the Child Care Advisory Committee, Program Committee, and other Board Committees.**
12. **Maintain center, staff and children's records as per all DEEC licensing and YWCA requirements.**
13. **Renew DEEC licensing for the center and complete necessary requirements for NAEYC Accreditation in a timely manner.**
14. **Maintain communication with DEEC and voucher companies on all policy and procedure changes.**
15. **Build networks and work with community groups as appropriate.**
16. Perform other duties as requested.

Qualifications:

- Bachelors degree in Early Childhood or a related field
 - DEEC Director 2 qualified
 - 3 years of administrative experience in a NAEYC accredited center
 - 2 years teaching experience in center setting
 - Strong communication and problem solving skills
 - Experience in budget preparation and management
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How to apply:

If you are interested in applying for any of the above positions please complete an Employment Application and send the completed application and resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.