

**Greater Wichita YMCA
Job Description**

POSITION TITLE: CDC Site Lead
REPORTS TO: Program Director
FLSA CLASSIFICATION: Non-Exempt/ Seasonal Hourly
DATE APPROVED: June 2025

GENERAL FUNCTION: Under the direction of the Child Development Center Program Director, the CDC Site Lead is responsible for general oversight of the Child Development Center including but not limited to day-to-day operations, staff supervision and parent relationships as well as meeting the developmental needs of children birth to five years of age in a group setting. Responsibilities also include supervising, educating, and supporting students to help them accomplish learning benchmarks. Their duties include planning lessons for their assigned classroom, monitoring lessons and implementation of the curriculum within their assigned location. Site Leads support and manage classroom behaviors to keep all students engaged in the lesson and provide individual support and feedback for enrolled students. In addition, the CDC Site Lead is responsible for attendance and enrollment records including food service, supervising and supporting a team of teachers and classroom aids, ensuring compliance with all Kansas Department of Health and Environment (KDHE) regulations and YMCA guidelines, and working collaboratively with USD259 Family and Consumer Science program staff to supervise and support USD259 high school students assigned to the CDC. This is a seasonal position based on the USD259 school year calendar.

MINIMUM ENTRY REQUIREMENTS

Education/Experience Requirements:

1. Minimum age of 18 years
2. Highschool Diploma or GED
3. Minimum of 12 semester hours of academic study or equivalent training in Early Childhood Education or a related academic discipline (CDA or AA in ECE Preferred)
4. Minimum of 6 months' experience in early childhood education providing care and supervision to children of a like age

Knowledge, Skills and Abilities:

The successful employee will demonstrate individual competence in the following areas:

1. Knowledge of developmentally appropriate practices in early childhood education
2. Knowledge of safety requirements pertaining to young children.
3. Experience following curriculum and developing lesson plans for children 0-5
4. Experience supervising adults
5. Ability to work with and provide direction to program staff
6. Effectively respond to questions from coworkers, parents, and Program Director in a timely manner
7. Ability to work independently without direct oversight
8. Possess the ability to be flexible

Physical/Mental Requirements:

1. Must be able to routinely perform the following physical activities as dictated by activity; run, jump climb, bend, stoop, kneel, twist, reach with hands, sit, stand, walk, and perform moderate physical activity for extended periods of time, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity
2. Must possess mental alertness, problem solving and task management skills; ability to make independent and sound decisions in a rapidly changing environment
3. Must demonstrate a high level of maturity, patience, dependability, sound judgment, & desire to work with all ages
4. Must exhibit initiative
5. Must be able to relate to and work with diverse groups of people in a friendly and consistent manner
6. Must work collaboratively as a team member as well as independently and lead by assigned goals, duties, and deadlines
7. Must always present a neat and professional appearance

Job Requirements:

1. Commitment to the YMCA mission, vision and values

2. Must attend New Employee Orientation and meet applicable KDHE requirements within 30 days of hire
3. Complete Pediatric CPR/AED, Pediatric First Aid, and KDHE Health and Safety trainings as applicable to current regulations and in accordance with Conditions of Employment
4. Understand and abide by all policies and procedures as set forth by the association
5. Ability to actively and effectively supervise participants and maintain safety standards
6. Manage all questions and concerns and resolve conflicts in a courteous and professional manner

JOB RESPONSIBILITIES

Staff Development:

1. Develop high-performing staff, focused on providing exceptional service, instruction and teamwork
2. Create daily schedule for program staff, including monitoring and approving hours worked
3. Develop strategies to provide support and motivation to staff for the achievement of goals and retention
4. Review and evaluate staff performance

Program Operations:

1. Effectively communicating the mission, vision, and values of the Wichita YMCA
2. Develop and maintain positive, open relationships with families and coworkers, including successes and positive behaviors, as well as challenges
3. Greet parents by name upon arrival and departure
4. Document and communicate all concerns to the Program Director
5. Conduct parent/teacher conferences twice yearly as scheduled and more often as needed
6. Facilitate classroom activities, participate, model, and observe as necessary
7. Mentor student volunteers and model professional and appropriate childcare practices and teaching methods
8. Participate in and follow special needs or behavior plans of students
9. Child Abuse Prevention – Responsible for adhering to boundary policies, attends required training, follows procedures for high-risk activities and supervision, reports suspicious behaviors and policy violations, and complies with mandated reporting.
10. Maintain daily records of attendance, activities and CACFP food service

Classroom Organization:

1. Manage all classroom supplies and equipment in a safe and organized manner
2. Maintain the classroom environment to support smooth transitions and the independent learning of children
3. Ensure all supplies and classroom items are stored neatly in all areas of the classroom, including but not limited cubbies, centers and tops of shelves
4. Follow the cleaning schedule, as posted and additional items as necessary
5. Display all postings and children’s work in a neat and orderly manner
6. Maintain complete familiarity with all risk management procedures and policies
7. Keep an up-to-date inventory of all equipment, materials and supplies in the classroom

Strong Community Campaign:

1. Providing leadership for assigned aspects of Strong Community Campaign, special events and other fund development to ensure fundraising personal and program goals are met
2. Engage and actively participate in annual campaign, including but not limited to solicitation of donations and facilitation of impact tours and meeting annual fundraising goals

Other:

1. Attend all required staff meetings and trainings
2. Follow and enforce program dress code
3. Maintain proper attendance. Unexcused absence over two in the year is considered excessive
4. Maintain confidentiality on a strict need-to-know basis, with parents, outside agencies and the general public
5. Meet or exceed all KDHE regulations, CACFP guidelines and in-service hours
6. Represent the YMCA well to all who encounter you and your program
7. Take concerns and complaints directly to the program director, thus eliminating unnecessary negativity and misunderstandings
8. Follow the Association’s Code of Conduct and Child Abuse Code of Conduct
9. Personify the YMCA’s Core Values of Caring, Respect, Honesty and Responsibility in all interactions with children, parents, co-workers, and the community
10. ANYTHING DEEMED NECESSARY TO MAKE THE CENTER FUNCTION IN AN EFFICIENT AND APPROPRIATE MANNER

Staff Printed Name _____ Signature _____ Date _____

Supervisor Printed Name_____ Signature_____ Date_____