



WALLA WALLA YMCA

JOB DESCRIPTION

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Early Learning Assistant Director**

Wage: **\$55,000-\$60,000 Annual Salary**

Reports to: **Early Learning & Youth Engagement Director**

Status: **Full Time / Non-Exempt**

Benefits: **Healthcare, Paid Time Off, Retirement, Child Care Discount, YMCA Membership, Paid Training**

POSITION SUMMARY:

This position supports the work of the YMCA in advancing its early learning and afterschool enrichment programs. Early Learning and afterschool enrichment programs are central to the Y's focus on youth development. As one of the largest non-school based providers of licensed childcare in the Walla Walla Valley, the Y provides quality, STEM-based development for toddlers to teens. The position entails both program design and implementation support, staff training coordination as well as classroom training in ratio support. Operational program support is provided for year-round childcare programs and summer camps. It requires knowledge of the WAC regulations, MERIT requirements, DHS and USDA WINS.

ESSENTIAL FUNCTIONS:

1. **Assists the Director with overall licensed-program Compliance and quality programming**

- Outlines and implements strategies to ensure that staff complete all required annual and ongoing training. Develops staff schedules, manages staff schedules, coordinates discussions of performance issues with the Director and HR, serves programs in ratio as needed
- Provides or schedules resources to address staff and child mental / behavioral health needs, and other training support for staff
- Coordinates use of YGS Scaled Learning, and other childcare resources for teacher access for lesson planning
 - Helps review lessons and implement schedules and curriculum in keeping with the Y's quality program goals (QRIS).
- Ensures staff initial and annual training qualifications are maintained in MERIT
- Works with Community-Minded, Child Care Aware, the Early Learning Coalition, WorkSource, WWCC, Sea-Tech and other community-based childcare resources to ensure that the program is visible in the childcare provider community, that workforce and /or apprenticeship programs are devised and that programs are relevant and compliant
- Makes ongoing, systematic observations of programs and evaluates compliance with Y policies and procedures, Washington Administrative Code and Y, state and federal child abuse prevention training and monitoring;
- In the Director's absence serves as liaison to families.
- Cultivates positive relationships and maintains effective communication with families and co-workers.
- Attends and participates in family nights, program activities, staff meetings, and Y trainings.
- Models relationship-building skills and encourages leadership by example in all interactions utilizing the Y's core character values.
- Nurtures children through purposeful programming dedicated to building achievement and belonging and relationships among youth and within families.

2. Food Program Coordination

- Oversees and manages weekly designated procurement provider for food ordering, prepares Monthly Snack Menus; helps Food Coordinator as needed to inventory and determine optimal food storage.
- Works with Dept Admin Coordinator, CEO or CFO to track costs and submit reimbursements for USDA WINS program monthly.
- Supports annual WINS program registration and audits

3. Safety Compliance Coordinator. Serves on the Y's Health & Safety Committee

- Helps maintain a safe clean, well-organized, structured environment that meets health codes and Y standards, as well as ensuring city and state regulatory compliance.
- Oversees health practices in the classrooms and recommends procedural and/or product improvements.
- Checks indoor and outdoor environment for safety hazards.
- Understands and with the Director implements program steps to meet the Washington Administrative Code to ensure program always complies.

4. Bus Duties

- Coordinates the Y Childcare staff training for designated drivers, oversees valid driver's license and good driving records are maintained, manages the bus schedule, and oversees all safe driving practices
- Works with Facilities Maintenance that coordinates fleet management
- May serve as fill-in driver when there is a designated driver shortage

5. General

- Maintains a professional image and reflects the core values of Caring, Honesty, Respect and Responsibility always.
- Ensures all member and community inquiries and concerns are addressed appropriately in a timely manner.
- Responds to emergencies.
- Performs other duties as assigned by Center Director.

QUALIFICATIONS:

1. Must be 21 years of age.
2. Must have a High School Diploma or GED.
3. Must have a Degree in Education with 45 ECE Credits. Must also possess or obtain a State Certificate by August 1, 2026 per WAC 110-300-0100 requirements and be listed in the state training and registry system or possess an exemption.
4. Have 5 years of experience working with any age group enrolled in any early learning program.
5. Have knowledge of child development quality programming as evidenced by professional references, education, experience, and on-the-job performance.
6. Must successfully pass Background Clearance & Fingerprinting per State Licensing standards.
7. Have TB Test and MMR Immunization per State Licensing standards.
8. 30 Hours Childcare Basic STARS training preferred.
9. Within 30 days of hire complete & maintain: All DCYF & YMCA online trainings, CPR/First Aid Certification.
10. Have a valid driver's license & good driving record to operate the Y Bus for transporting children in program.
11. Ability to relate effectively to diverse groups of people from all social and economic segments.

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.

- Walking, standing, sitting, bending, squatting, reaching, lifting up to 50 lbs. May involve constant movement throughout the building and campus for program requirements and supervision.
- While performing the duties of this job, the employee is required to work with and supervise children in a highly active environment and must be able to quickly move and respond to developing issues during a majority of each work day. The employee will regularly use a computer for a portion of the day and be able to communicate using a computer and phone/smart device.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- Respond to emergency situations throughout a multi-story building, remote locations, and varying terrain.

This position description does not include every duty required of the employee, but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.

The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.

We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.