



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Edna Learning Center Director

Full Time, hourly

Youth Development Services

Position open until April 27, 2018

Send resume to [HR@ymcactx.org](mailto:HR@ymcactx.org)

Subject: Edna LC Director

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### POSITION SUMMARY:

This position supports the work of the YMCA, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility.

The Edna Learning Center Director is directly responsible for administration of a quality kindergarten readiness programs. This position is responsible for supervision of all staff, building safety, and security in order to ensure a positive experience for families and program participants.

### QUALIFICATIONS:

Bachelor Degree in Early Childhood, Education preferred or a related field.

Child Care Director License, required.

Kindergarten readiness, after school and day camp supervisory experience.

Three years' experience in youth programming or a similar leadership role.

Ability to relate effectively with children and parents, and diverse groups of people from all social and economic segments of the community.

Personal computer skills and experience with standard business software.

CPR, First Aid and AED certifications required within 30 days of employment.

### YMCA COMPETENCIES (Leader):

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.