

EMPLOYMENT OPPORTUNITY



ASSISTANT CHILD CARE COORDINATOR

Imagine going to work knowing that what you do each day positively influences the lives of the people in your community. Working at the Licking County Family YMCA, you'll discover more than a job—you will have an opportunity to make a lasting difference in the Licking County community.

The **ASSISTANT CHILD CARE COORDINATOR** shall be responsible in the management and daily operation of the Preschool programs including: staffing, curriculum, supplies, enrollment, parent, and community relations. Provides a quality experience to children and parents that focuses on the YMCA core values of honesty, respect, responsibility, and caring. **This is a full-time, year-round position located at our Licking Heights branch.**

Requirements:

- Associate degree in Child Development, Early Childhood Education or related field.
- Must have at least 18 hours of Child Development coursework and meet ODJFS requirements for Site Administrators.
- Minimum of one (1) year experience working with children in a classroom setting.
- Previous experience in developing and implementing a curriculum.
- Must attend and maintain in-service hours as required by ODJFS and YMCA guidelines.
- Must submit all required paperwork for ODJFS licensing. Must submit a staff medical statement as required by ODJFS standards. Must obtain and keep current training certifications in first aid, communicable diseases, child abuse recognition & prevention as required by ODJFS.
- Strong communication skills (verbal, written and interpersonal).
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

Submit completed application or resume to the Licking County Family YMCA Human Resources Department, 470 West Church Street, Newark, Ohio 43055 or michele.daugherty@lcfymca.org. Applications can be obtained in person during normal business hours or printed from www.lcfymca.org. For questions, please contact Michele Daugherty at 740.345.9622.