

Interested in joining a team of child care professionals focused on fostering a safe, positive learning environment for children?

YWCA Young Wonders is looking for a passionate and caring individual who enjoys working with children in a fun-loving environment.

09/15/2023

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## **JOB TITLE: YOUNG WONDERS ASSISTANT DIRECTOR**

### **RESPONSIBILITIES**

The Young Wonders Assistant Director is responsible for supervising teaching staff to ensure that they are meeting regulatory standards so children receive the highest quality of care at all times. This position supervises the Lead Teachers and the Program Coordinator.

### **JOB REQUIREMENTS**

- Bachelor's Degree with at least 21 content hours in Child Development required.
- Must be at least 21 years old.
- Prior leadership experience in a child care setting preferred.
- Familiar with state regulations such as DCFS.
- Must meet DCFS requirements for Assistant Director:
  - Associate's Degree in Child Development or Early Childhood Education
  - At least 21 hours in child development, early childhood education, or special education.
  - Business administration class.
  - Either a Gateway Level 1 Director Credential, 3 college credit hours or 3 hours of credential approved training in administration/leadership/management.
- Proficiency in English required.
- Good verbal and written communication skills required.
- Proficient in at least another language helpful.
- Food Sanitation Course certificate preferred.
- CPR/First Air certified preferred.
- Must have a good driving record and be insurable.
- Must be available to start on October 02, 2023.

### **WORK HOURS**

Full time, 40-hours a week, Monday to Friday between the hours of 6:30 am – 5:30 pm; flexible schedule based on program needs. Full benefits package included.

### **TO APPLY**

Submit a YWCA employment application and transcripts to Human Resources. The position will be open until filled. Applications are available at YWCA administrative front desk (lower level) or can be downloaded from: [www.ywcamclean.org/jobs](http://www.ywcamclean.org/jobs)

Human Resources  
YWCA McLean County  
1201 N Hershey Road  
Bloomington, IL 61704

*The YWCA McLean County is an equal employment opportunity employer.*