

YMCA OF THE EAST BAY-EARLY CHILDHOOD IMPACT AREA MANAGER

Founded in 1903, the YMCA of the East Bay is an association of men, women and children joined together by a shared commitment to nurturing the potential of every child, improving our communities' health & wellbeing, and giving back and providing support to our neighbors. Every day, we work side-by-side with our neighbors in Alameda and Contra Costa Counties to ensure that everyone, regardless of age, income or backgrounds, has the opportunity to learn, grow and thrive.

For more information about the YMCA of the East Bay, visit www.ymca-cba.org

We are seeking an Area Manager for our Early Childhood Impact Branch.

Under the direction of the Director of Program operations, the Area Manager oversees multiple licensed centers providing quality early learning environments with attention to safety and health prevention measures, provides general program management for one region; supervises the center directors that oversee all education and site staff. Provides short and long range planning for service delivery and training; acts as an integrator of service areas, including health, nutrition, disabilities; functions as liaison and information conduit between central office leadership, staff and community collaborators.

Responsibilities for this position:

Staff Supervision and Development

1. Assists in the hiring process for regional and substitute staff, informs the HR department of staffing needs and changes.
2. Monitors and evaluates the performance, attendance, certifications, required documentation and timecards of all regional staff.
3. Communicates areas of performance improvement to staff and promotes training that reflects the individual needs of staff members and/or the team as a whole.
4. Conducts probationary and annual performance evaluations based on quantifiable and objective criteria, utilizing agency forms and checklists designed for evaluations.
5. Ensures teaching staff progress towards educational requirements as mandated by federal/state requirements.
6. Arranges and facilitates regular meetings with staff and provides for mandated trainings and updates to policies and procedures.

Regional and Program Coordination

1. Ensures and monitors program compliance with federal/state requirements.
2. Understands, interprets and implements federal, state and agency rules and regulations.
3. Ensures accurate reports and documentation that complies with applicable laws, policies and procedures.
4. Attends regional case management, consultation, and staff meetings, as necessary.
5. Monitors and manages area budgets.
6. Establishes and monitors regional systems and services that ensure program quality and compliance with federal and state requirements.
7. Submits monthly reports on program activities and status to the Program Operations Manager.
8. Arranges for services in all functional areas, utilizing internal and external resources as deemed appropriate, as well as facility maintenance.

9. Monitors and manages the maintenance and safety of facilities and availability of supplies.

Community Networking

1. Coordinates with local agencies, community service organizations and educational providers and partners, as needed.
2. Designs and delivers training and formal presentations. Provides information on the Head Start program to the community, as needed.
3. Participates in and assists with program and community events.

EDUCATION, EXPERIENCE and OTHER REQUIREMENTS:

1. Master's Degree in Early Childhood Education, Human Services or a closely related; Bachelor's degree will be considered with sufficient experience.
2. Five years progressively responsible professional experience which demonstrates significant supervisory and administrative responsibilities.
3. Strong knowledge of theories and practices of Early Childhood Education/Development.
4. Experience in design and delivery of professional training.
5. Excellent oral and written communication skills.
6. Valid California Driver's License/proof of auto insurance/annual DMV check required.
7. Criminal record clearance and health requirements that include physical exam, TB and immunizations.
8. Must be registered with the Early Care & Education Workforce Registry.
9. Must attend trainings that are required by funders (some evenings or Saturdays).
10. Desired certifications: Program for Infant and Toddler Caregivers (PITC), ECERS/ITERS, CLASS - Pre School, Infant and Toddler.

Compensation based on education and experience.

Please specify in application which area(s) you are applying for:

Area 1 – Alameda County, including cities of Hayward, Oakland, Alameda, Emeryville

Area 2 – Alameda/Contra Costa Counties, including cities of Emeryville, Berkeley, Richmond

Area 3 – Contra Costa County, including cities of Richmond, El Cerrito, San Pablo, Pinole, El Sobrante, Rodeo

Area 4 – Yolo and Sacramento Counties, including cities of Woodland, Courtland, Winters

Please submit your cover letter, application, resume, and references to:

Venise Boykin-Administrative Coordinator

2009 10th Street, Berkeley, CA 94710

(510) 809-2262

vboykin@ymca-cba.org

NOTE: Applications can be downloaded from our website at www.ymca-cba.org or picked up in person at the above address

CLOSING DATE: September 15, 2017