



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Assistant Director of Early Learning
Leadership Level: Team Leader
Status: F/T
Reports to: Director of Early Learning

Hiring Pay Range: \$20-\$23/hr
FLSA Status: Non-Exempt
Department: Child Care
Revision Date: 10/16/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The YMCA is a fast-growing organization that needs passionate, highly skilled individuals to move the organization forward.

As Assistant Director of the Early Learning Center, this position will help administer a high-quality Early Childhood Program by providing a quality experience to children and parents that focus on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

- Assists the Director by performing highly responsible administrative detail of a supervisory, operational or technical nature.
- Provides front desk customer service to include answering phones/faxes and overseeing daily attendance sheets.
- Reviews attendance logs to ensure accuracy and compliance with DSS swipe entry requirements.
- Assists with recruiting, training, supervising and evaluating staff and volunteers for quality programs.
- Assists teachers in implementing STREAMn3 curriculum within the established guidelines and developing weekly lesson plans.
- Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
- Oversees office functions such as office equipment and supplies, processing mail, and building maintenance.
- Markets and distributes program information. Outlets include newsletter, email, community events, etc.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and always maintains compliance.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
- Actively seeks to continuously update skills by attending outside workshops and constantly whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials.
- Maintains open and frequent communication with the Early Childhood Director, VP of Early Learning and other departmental Directors of the Association.
- Adheres to all VDSS State Licensing requirements and maintains good working relationship with licensing inspector. Maintains all required paperwork.
- Assists the Director and VP of Early Learning with special events for children, parents, and the community.

E

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Meets educational and experience qualifications established by the Department of Education licensing standards.
- Virginia State regulations require a minimum age of 21.
- At least five years of experience in early learning or child care setting, with minimum of one year of experience working as a program coordinator or supervisor.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Ability to work in a fast-paced, service oriented, and multi priority environment.
- Self-starter with ability to take initiative and work independently without supervision.

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.
- While performing the duties of the job, the employee is regularly required to use a computer for extended periods of time and able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____