



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHILDCARE ADMINISTRATOR JOB DESCRIPTION

Job Title: Childcare Administrator

FLSA Status: Non-Exempt

Status: P/T

Reports to: Childcare and Licensing Director

Department: Childcare

Revision Date: July 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. This position provides support to the Childcare and Licensing Director and the Childcare program staff.

ESSENTIAL FUNCTIONS:

- Processes vendor subsidy applications for new sites.
- Manages financial assistance applications for childcare programs. Makes necessary adjustments based on financial assistance approvals.
- Prepares monthly financial report.
- Submits grant reporting information as needed.
- Manages sessions, invoicing, and processes payments for child care programs.
- Maintains ongoing communication with families regarding payments, in collaboration with Site Leaders, Childcare Coordinator and Childcare Director.
- Performs other duties as assigned.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's 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.

QUALIFICATIONS:

- Must be 18 years of age.
- CPR/First Aid certified preferred.
- Administrative experience in a licensed childcare setting preferred.
- Excellent verbal and written communication skills.
- Ability to communicate with court officers and emergency personnel.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Organization and record keeping skills.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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.
2. Ability to walk, stand, and sit (including on the floor) for long periods of time.
3. Must be able to lift and carry food and supplies weighing up to 20 pounds.
4. Ability to stand or sit while maintaining alertness for several hours at a time.
5. Position may require bending, leaning, kneeling, and walking.
6. Ability to speak concisely and effectively communicate.
7. Ability to view/enter data for long periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____