

Job Title: Assistant Center Director			
Work Location: Sprout			
Department: Sprout			
Reports To: Center Director			
Work Environment: Classrooms, office space, and outdoor play areas, with frequent interaction with children, families, and staff, exposure to varying noise levels, and the need to respond promptly to changing situations while maintaining a safe, organized, and supportive setting.			
Physical Demands: Standing and walking for extended periods, bending, kneeling, and sitting on the floor, lifting and carrying up to 40 pounds (such as children or classroom materials), and actively supervising children indoors and outdoors in various weather conditions.			
Pay Grade: 4			
Work Hours	Classification	Staff Supervision	Travel Required
<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes %
<input type="checkbox"/> Part Time	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> No	<input checked="" type="checkbox"/> No

Position Summary:

The Assistant Director supports the Center Director in the day-to-day operations. This position plays a key role in ensuring high-quality programming, smooth administrative operations, and strong relationships with families and staff. The Assistant Director acts as a liaison between the teaching team and Center Director and may serve as the acting Director in their absence.

Role & Responsibilities:

Enrollment

1. Respond to inquiries from prospective families and guide them through the enrollment process as needed.
2. Assist in maintaining the wait pool and enrollment documentation as needed.
3. Conduct school tours as needed and support intake and enrollment processes

Licensing and Regulatory

1. Assist in maintaining accurate and complete children's files to meet all licensing, funder, and accreditation standards.
2. Maintain and update allergy/health condition lists and media permission documentation.
3. Support the maintenance of daily attendance records and meal count data entry.
4. Help ensure compliance with USDA/CACFP regulations during meal service.
5. Support emergency preparedness including conducting and documenting drills.
6. Accompany regulatory inspectors (e.g., DSS, health department) as needed and assist in follow-up actions.
7. Track and maintain inventory to ensure smooth operations per licensing guidelines.

Family Engagement

1. Collaborate with Center Director and teaching staff to coordinate family engagement events and communications.
2. Support the Lead Teacher with Parent Teacher Conferences as needed.
3. Maintain a welcoming, inclusive environment for all families.

Supervision

1. Assist with onboarding and orientation of new staff.
2. Provide firsthand support to classroom teachers, including coaching and day-to-day guidance. This may include leading a classroom in the absence of adequate staffing.
3. Monitor staff attendance, assist with timesheet reviews, and provide input on performance evaluations.
4. Collaborate with the Center Director and HR on professional development planning and staff recognition.
5. Assist with day-to-day staff scheduling and coverage plans as needed.

Professionalism

1. Demonstrates professionalism, engagement and kindness to all children and families regardless of race, religion, nationality, abilities, familial status or make-up, etc.
2. Maintains a professional working atmosphere and confidentiality of information in relation to staff, children, families and co-workers.
3. Serves on agency committees and community committees as assigned
4. Must be able to commit to alignment with the agency's mission and values.
5. Performs other duties and responsibilities as assigned by the Director.

SUPERVISORY RESPONSIBILITIES

Supervision of up to level 3 in collaboration with the Center Director.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Minimum:

1. Associate degree in Early Childhood Education (ECE) or related field
2. 3 Years Experience working as a Lead Teacher in a preschool setting.
3. Strong written, oral, and organizational skills
4. Proficiency with standard office software and basic data entry.

Preferred:

1. Bachelor's degree in Early Childhood Education or related field
2. Experience supervising or mentoring staff in an early childhood setting
3. Familiarity with licensing regulations and/or accreditation processes
4. Experience in basic office or school operations management.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.

The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Employee Name Printed

Employee Signature

Date

Manager Signature

Date