

Daycare Director

Niagara Falls Boys & Girls Club (NFBGC) – Niagara Falls, NY

Position Summary

The Daycare Director leads the daily operations, compliance, and quality of NFBGC's licensed child day care center. This role ensures the program consistently meets New York State Office of Children and Family Services (OCFS) requirements for staffing, safety, training, program quality, and administration, while advancing NFBGC's mission to provide safe, developmentally rich environments for children and families.

Key Responsibilities

Regulatory compliance & program quality

- Maintain full compliance with OCFS child day care center regulations (18 NYCRR Part 418-1), including staff qualifications, training, supervision, program requirements, health & safety, and management/administration.
- Develop and monitor curricula, schedules, and learning environments aligned to children's developmental needs and OCFS program standards (e.g., supervision, behavior management, health/infection control, nutrition).

Staffing & supervision

- Recruit, hire, schedule, and evaluate center staff; maintain required staffing patterns and ratios; coach and develop team members.
- Ensure all staff meet OCFS role qualifications and complete required background checks and clearances prior to unsupervised contact.

Training & professional development

- Ensure completion and documentation of OCFS-required pre-service/orientation and ongoing training hours covering mandated health & safety topic areas; maintain training plans and records.
- Ensure completion of NYS Mandated Reporter training for applicable staff and integrate updated requirements (e.g., implicit bias content).

Health, safety & emergency readiness

- Uphold OCFS health and infection control, medication administration, incident reporting, and emergency preparedness procedures; conduct regular drills and site inspections.

Family & community engagement

- Build strong relationships with families, communicate child progress and center policies, and address concerns in a timely, professional manner.

Administration

- Oversee licensing, renewals, inspections, and corrective action plans; maintain complete, current files (children, staff, training, incidents).
- Manage budgets, purchasing, food service oversight, and vendor relationships in line with NFBGC and OCFS expectations.

Minimum Qualifications (OCFS-Approved Pathways)

Per 18 NYCRR §418-1.13(g)(1), candidates must meet **one** of the following:

1. **Bachelor's degree** (including or in addition to **12 credits** in Early Childhood, Child Development, or a related field) **AND 1-year** full-time teaching experience in an early childhood setting **AND 1 year** staff supervision experience; **or**
2. **NYS Children's Program Administrator (CPA) credential** **AND 1-year** full-time teaching experience **AND 1 year** staff supervision experience; **or**
3. **Associate's degree** in ECE/related field **with an active plan of study** toward a bachelor's degree or CPA credential **AND 2 years** full-time teaching experience **AND 2 years** staff supervision experience; **or**
4. **CDA or other OCFS-recognized credentials with an active plan of study** toward a bachelor's degree or CPA credential **AND 2 years** full-time teaching experience **AND 2 years** staff supervision experience.

Additional OCFS Requirements (Pre-Hire & Ongoing)

- **Comprehensive background checks & clearances:** fingerprint criminal history review (Part 413.4), Statewide Central Register (SCR) check, and Justice Center Staff Exclusion List (SEL) check, with required disclosures and documentation maintained on site.
- **Training compliance:** completion of OCFS-approved **pre-service/orientation** and **ongoing** annual training meeting federal CCDBG minimums and state topic areas; maintain documentation and training plans.
- **Mandated Reporter:** completion of NYS **Mandated Reporter** training; maintain current certificates consistent with updated statutory requirements.
- **Health/infection control:** adherence to OCFS health and infection control rules (e.g., illness policies, medication administration, sanitation, incident reporting).

Preferred Qualifications

- Experience directing an OCFS-licensed center or school-age program; familiarity with Boys & Girls Club youth development frameworks.
- Proven success leading to licensing inspections, corrective actions, and quality improvement initiatives.
- Budget management, data/reporting fluency, and strong family engagement practices.
- CPR/First Aid (must be obtained within 30 days), MAT certification (must be obtained within 60 days), and food program administration experience.

Core Competencies

- Compliance leadership • Staff development & coaching • Culturally responsive family engagement • Program quality assurance • Written/oral communication • Crisis/emergency management • Continuous improvement mindset

Schedule & Compensation

Full-time, exempt. Competitive salary commensurate with experience; benefits per NFBGC policy. (Customize salary/benefits here.)

Physical Demands/Work Conditions

Needed but not limited to the ability to lift up to 40 lbs., sit/kneel/crouch as needed to interact with children; work indoors/outdoors; support occasional evening events.

EEO Statement

NFBGC is an equal opportunity employer and celebrates diversity. We prohibit discrimination and harassment of any kind.