

# Early Childhood Director (Vanderbilt Ymca)

YMCA of Greater New York

New York, NY

Program Director

Full-time

Onsite

\$82,000 - \$85,000 a year

Posted on August 19, 2024

## Organization Statement

The YMCA of Greater New York is here for all New Yorkers â€” to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

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To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and â€œLEAPâ€ career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.

## Job Description

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The Vanderbilt YMCA is seeking an Early Childhood Director who will be responsible forÂ implementing a safe and quality program, including but not limited to staff supervision, training, budgeting, curriculum development, and YMCA, funder, and regulatory compliance for DOE Center-Based Classrooms, Early Childhood Learning Centers, fee-based enrichment, Early Childhood summer day camp, and wrap around or Early Childhood after-school programming.Â

The Early Childhood Director will provide leadership for the strategy, systems, supervision, and structure of the programs, including but not limited to the overall development, administration, and evaluation of programs. They will be responsible for growing enrollment and the program portfolio to serve more children via structured, engaging, educational, recreational, and developmentally appropriate activities. They will ensure a high level of quality, communication, and collaboration within the Early Childhood programs. The Early Childhood Director will support family and community programs and sit on Branch and community committees as needed.

## **Responsibilities**

- Successfully maintain and continue to improve the quality of all Early Learning, Early Childhood after-school programming, and Early Childhood enrichment programs.Â
- Plan and create new and innovative Early Learner, youth, family, and community programs that meet the needs of the community, in keeping with the Branch's priority objectives and strategic plan.Â
- Ensures that all contractual and regulatory obligations of the Department of Education and Department of Health are met while fulfilling the program mandates of the YMCA of Greater New York and funders.
- Supervise exempt, full-time, part-time, and non-exempt staff, volunteers, and interns by monitoring performance, providing support, training, coaching, and recognition, and holding staff accountable for performance expectations.Â
- Develop, manage, and successfully meet budget objectives.
- Acts as the Branch's liaison with other community organizations and coalitions within the borough and partners appropriately to provide services, programs, and referrals to YMCA participants and families.
- Represents the Branch at Early Childhood Cabinet meetings. Becomes an active member of all Youth & Family related committees at the Branch level.
- Successfully maintain and continue to improve the quality of all Early Childhood programs. Leverage program surveys to improve programming and maintain consistent quality.Â
- Become a certified trainer in two youth areas (such as Child Abuse Prevention and Ethics and Boundaries) and lead training events.Â
- Work with Branch and AO leadership to design, develop, and implement a marketing and communication plan that promotes Early Learner Programs, Early Childhood after-school programming, and Early Childhood enrichment programs for local community groups.

- Maintain accurate and timely program documentation (attendance, sign-in/out forms, behavior reports, incident reports, and accident reports, as appropriate). Report all incidents in accordance with the Y policies and procedures.Â
- Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all staff and participants.
- Ensure the health, safety, and well-being of participants by understanding, maintaining, and ensuring that staff and participants follow Risk Management and safety procedures.Â
- Actively participate in designated meetings, all training sessions, and special events.
- May serve as the Manager on Duty (MOD) when requested.
- Other duties as assigned, including classroom teaching responsibilities as the program dictates.Â

## Qualifications

- Holds a Master's in Early Childhood Education (or a related field with 30 credits) and has State Certification.Â **OR**Â Holds a Bachelor's in Early Childhood Education, has State certification in Early Childhood Education, and is enrolled in a Master's program related to Early Childhood Education.Â
- Hold a teaching license or certificate valid for services in the early childhood or childhood grades as pursuant to New York State Universal Prekindergarten (UPK) regulations.
- Minimum of two (2) years of Lead Teacher experience in a program for children less than six (6) years of age.Â
- Must be a self-starter, highly organized, patient, and able to work well with others.
- Knowledge of principles and practices related to Early Childhood education and socioemotional growth.Â Â
- Knowledge of Microsoft Office, including Excel, and working knowledge of Microsoft Suite.
- Knowledge of Windows-based computer applications and database management.
- Bi-lingual English and another language commonly spoken in our community preferred.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

If you would like to be a member of our dynamic team, please complete our [online application](#) and submit your resume and a thoughtful cover letter that explains your interest in the role and our organization.

## **Additional Information**

### **Benefits:**

The YMCA of Greater New York offers a variety of benefits to its staff members, including [retirement benefits](#), medical, paid time off, free YMCA membership, and more! Benefit eligibility is determined by an individual's employment status (i.e., full-time or part-time), tenure, and/or the number of hours scheduled to work. Click [here](#) for more information.

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