

# Assistant Director

The Child Center of NY

Astoria, NY 11102

Program Director

Full-time

Onsite

\$76,494 - \$81,954 a year

Posted on March 21, 2026

## Organization Statement

*The Child Center of NY strengthens children and families with skills, opportunities, and emotional support to build healthy, successful lives. Founded in 1953, The Child Center of NY has become a powerful community presence throughout the city. With 50 locations and 100 programs in NYC's most under-served communities, our 1,000+ results-oriented professionals make a difference for more than 40,000 children and their families each year.*

## Job Description

The Assistant Program Director provides daily supervision of the program and designated staff members. The Assistant Program Director works with other programs to ensure coordination, **communication**, and integration of program services. The Assistant Program Director assists with strategic oversight of monitoring budget, audits, and all components of Program compliance.?

## Responsibilities

- Development of programs including establishing and adapting programs as needed while assuring program goals align with agency mission and recipient needs.
- Maintain up-to-date knowledge to consistently evaluate program adaptation and/or expansion in correlation with existing needs.?
- Participates and documents training regularly for all areas/ staff when required.?
- Provides supervision to staff assigned, identifying learning needs, and addressing limitations.?
- Evaluate staff performance, participate in staff hiring, and oversee disciplinary actions.??

- Prepares and submits statistical reports as needed.??
- Meet performance expectations/metrics, as defined for the position within the assigned program.???
- Perform other related duties as assigned.?

## Qualifications

- Bachelor's degree in early childhood or related field, Human Services or Social Work.
- Must be NYS Early Childhood certified.
- 5 years' experience with children.
- Proficiency in Microsoft Office.?
- Excellent organization and program development skills.?
- Excellent interpersonal and leadership skills.??
- Ability to plan and carry out assignments independently.?
- Ability to prioritize, adhere to timelines and multi-task.??
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** NYS Teacher Certification

## Application Instructions

[Apply Here!](#)

## Additional Information

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### **Supervisory Responsibilities:?**

Manages the overall direction, coordination, and evaluation of the Program/Department. Carries out supervisory responsibilities in accordance with agency policies and applicable laws. Solid comprehension of Collective Bargaining Agreement (CBA) where applicable. Responsibilities include interviewing, hiring, planning, assigning, directing work, rewarding, disciplining employees, performance reviews, and addressing complaints and resolving problems.??