Career Development Center
New York Early Childhood Professional Development Institute

Early Childhood Director (Ridgewood Ymca)

YMCA of Greater New York

Queens, NY 11385

Program Director | Full-time | Onsite | $85,000 - $85,000 a year

Posted on November 13, 2026

Organization Statement

The YMCA of Greater New York is here for all New Yorkers — 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.

To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and “LEAP” 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

Salary: $85,000 Annually

The Ridgewood YMCA is seeking an Early Childhood Director who will be responsible for 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 Base Classrooms, Early Childhood Learning Centers, fee-based enrichment, Early Childhood summer day camp, and wrap around or Early Childhood after school programming.

The Early Childhood Director provides 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 grow enrollment and the program portfolio to serve more

children via structured, engaging, educational, recreational, and developmentally appropriate activities. The Early Childhood Director will ensure a high level of quality, communication, and collaboration within the Early Childhood programs. They 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. 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.
- Ensure that all contractual and regulatory obligations of the Department of Education and the 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, non-exempt staff, volunteers, and interns by monitoring performance, providing support, training, coaching, and recognition, and holding staff accountable for performance expectations.
- Develop, manage, and successfully meet budget objectives.
- Act as the Branch’s liaison with other community organizations and coalitions within the borough, and partner appropriately to provide services, programs, and referrals to YMCA participants and families.
- Represent the Branch at Early Childhood Cabinet meetings. Become 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.
- Become a certified trainer in two youth areas (such as Child Abuse Prevention and Ethics and Boundaries) and lead training events.
- Work with the Branch and AO leadership to design, develop, and implement a marketing and communication plan that promotes the Early Learner Programs, Early Childhood after-school programming, and Early Childhood enrichment programs to 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's policies and procedures.

- 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.
- Actively participate in designated meetings, all training sessions, and special events.
- May serve as a Manager on Duty (MOD) when requested.
- Other duties as assigned, including classroom teaching responsibilities as the program dictates.

Qualifications

- Must have one (1) of the following:
  - Master's Degree in Early Childhood Education (or a related field with 30 credits in Early Childhood) and has State Certification.
  - Bachelor's Degree in Early Childhood Education, has State certification in Early Childhood Education, and is enrolled in a Master's program related to Early Childhood Education.
- Current teaching license or certificate valid for services in early childhood or childhood grades, according to New York State Universal Prekindergarten (UPK) regulations.
- Minimum of two (2) years of Lead Teacher experience in a program for children under the age of six (6).
- Knowledge of principles and practices related to Early Childhood education and socioemotional growth.
- Demonstrated commitment to Early Childhood education and enrichment.
- Ability to identify/document necessary information for program functioning and evaluation.
- Creative, strategic, and analytical thinker with the ability to manage multiple projects preferred.
- Experience developing and managing budgets, and hiring, training, supervising, and assessing personnel preferred.
- Knowledge of Creative Curriculum preferred.
- Knowledge of implementing new curriculum within a team preferred.
- Strong and polished interpersonal, written, and oral communication skills that facilitate the achievement of desired results.
- Knowledge of Microsoft Office, including Excel, and working knowledge of Microsoft Suite.

- Knowledge of Windows-based computer applications and database management.
- Bilingual English and another language commonly spoken in our community preferred.
- Must be a self-starter, highly organized, patient, and able to work well with others.
- **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 résumé and a thoughtful cover letter that explains your interest in the role and our organization.

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.

Language Requirements

English

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