

Program Director Role Description

Role Summary - Program Director			
Role Title	Program Director	Reports To	Executive Director
Department	Program	Direct Reports	Academic Director, Squash Director, Program Volunteers
Salary	Consummate with experience. Annual increase based on performance targets	Role Type	Full Time (exempt)
Work Locations	<ol style="list-style-type: none"> 1. 2 Greenway Plaza, Houston TX 77046 2. Mission Squash, Hogg Middle School, 1100 Merrill St, Houston TX 77009 3. Other locations as required 4. Work from home 	Travel	Local and national travel required for tournaments, field trips and staff development opportunities
Typical Work Schedule	10am - 7pm, Mon-Fri 8.30am - 10.30am Sat	Hours Per Week	40 to 50 including rostered Saturday morning work
Start Date	Immediate	Minimum Commitment	2 years (3 month trial)
Evaluation Period	Quarterly	Onboarding	1 week
Clearance Required	Extended Background Check including DMV	Languages	English Desirable: Spanish
IT Literacy	Fluent in Google Suite (Sheets/Docs/Slides); familiarity with database concepts	Education	BA degree or higher
Benefits			
Benefits	<ul style="list-style-type: none"> → Relocation Expenses → Health and Dental 	Vacation Allowance	20 days per year plus public holidays.

	<p>Employer Contribution</p> <ul style="list-style-type: none"> → Private Sports Club Membership (Downtown Location) → Equipment and Clothing Allowance → National Travel/Training subsidy 		<p>Additional “grey time” may be available based on team priorities at certain times of year.</p>
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About our organization

Mission Squash is a 501(c)(3) nonprofit organization founded in 2012 dedicated to improving the lives of Houston's economically disadvantaged youth through the formula of Urban Squash. Born 25 years ago at Harvard University, Urban Squash programs work throughout North America to provide students with tutoring, enrichment, mentoring, and community service to help underserved children stay in school, graduate, and matriculate to college, while at the same time improving their health and fitness.

Mission Squash is unique among the 20+ Urban Squash programs in that it has built a squash facility inside a school, giving unparalleled access to facilities for the school's population which is 81% economically disadvantaged. The facility includes 3 international squash courts, which are the first squash courts built inside a public school in the whole of North America, and a purpose-built study room and office. The program is privately funded by individuals, trusts and foundations.

Programming takes place after-school, on weekends and over summer.

Role Description

Mission Squash is looking for a detail-oriented Program Director to lead a small staff team who provide intensive, year-round programming for up to 60 students across four major sub-programs:

1. Academics
2. Squash and Athletic Training
3. Mentoring

4. Access (Private High School and College Placement programs)

As Program Director, you will be responsible for managing the design and implementation of research-based, data-driven programming that creates real and measurable outcomes for economically disadvantaged students, including academic performance across a number of dimensions, high school graduation rates and college success. You will revel in the challenge of having full ownership over a one-of-a-kind program that will impact hundreds of student's lives.

Squash experience is absolutely not required!

You will be able to work efficiently, accurately and independently across multiple projects, setting and communicating clear deadlines for work items and providing your team with the resources they need to be successful. You will be an excellent problem solver and take a gung-ho attitude to challenges that as a small organization we are likely to face. You will create a positive and inspiring staff culture that is visible and genuine, and be comfortable developing relationships with a wide range of stakeholders.

You will be ready to be part of a young team in a dynamic environment where priorities rapidly change. You will be a self-starter, adept at managing your own and others' priorities and able to delegate / escalate effectively with minimal supervision. You will be passionate about inspiring college and career ambition in every student, and securing the success they will need to fulfill it. You will take pride in the quality of the work you and your team produce, and the quality of the relationships that you build with our students, families and donors. You will recognize the ambitious growth targets and potential that have been set by the Mission Squash Board, and using your exceptional work ethic and attention to detail will proactively drive that agenda.

Primary Responsibilities

→ Program Design and Implementation

- ◆ Academics
- ◆ Squash and Athletics
- ◆ Mentoring
- ◆ Private High School Placement
- ◆ College Access
- ◆ Volunteer Program Design and Management

→ Program Management

- ◆ Student and Family Management (Recruitment, Onboarding/Offboarding, Discipline, Attendance, Issue Resolution)
- ◆ Scheduling and Logistics
- ◆ Event and Trip Planning and Execution
- ◆ Budgeting
- ◆ Calendar Management
- ◆ School Liaison
- ◆
- ◆ External Communications

→ Program Administration

- ◆ Student and Staff Safety and Protection
- ◆ Facility, Equipment and Clothing
- ◆ Invoice and Payments Management
- ◆ Contact Management
- ◆ Data Capture and Integrity
- ◆ Data Analysis and Reporting
- ◆ Program Documentation

→ Staff Team Management

- ◆ Performance Management
- ◆ Training
- ◆ Compliance

Role Requirements

Required

- BA degree in related field or other relevant professional qualification
- Strong references from previous management roles
- Driving License
- Clear Background Check
- Fluent in: Google Docs/Sheets/Slides
- Familiar with: Basic database concepts; Texas state school curricula; college / private school applications and financial aid processes

Desirable

- Experience working with socio-economically disadvantaged youth