



Job Opening: Program Associate – Bronx

Job Description: CitySquash seeks a full-time Program Associate to start immediately. The Associate's time will be split between coaching squash, managing the mentoring program, and assisting with CitySquash's fundraising, marketing and communications.

Program Description: CitySquash (www.citysquash.org) is a nonprofit youth program based in the Bronx at Fordham University and in Brooklyn at the Poly Prep Country Day School. The organization helps motivated and talented young people from economically disadvantaged households to fulfill their academic, athletic and personal potential. Founded in 2002, CitySquash serves 220 elementary, middle and high school students. For our participants, CitySquash is an intensive, multi day-a-week commitment that lasts up to fourteen years and includes squash, tutoring, mentoring, community service, travel, culture, nutrition, high school placement, employment training and college prep. Seventy-five CitySquash students have won scholarships to selective prep schools, including Avon Old Farms, Berkshire, Blair, Brooks, Canterbury, Eaglebrook, Episcopal, Hackley, Hill, Loomis Chaffee, Mercersburg, Millbrook, Salisbury, St. George's, St. Paul's, Taft, Trinity-Pawling, Westminster and Westover. College acceptances include Bates, Bowdoin, Connecticut College, Cornell, CUNY, Franklin & Marshall, Hamilton, Hobart, Middlebury, Mt. Holyoke, St. Lawrence, Trinity and Wesleyan.

Primary Roles and Responsibilities:

- Run up to five afternoons of practice a week and coach weekend practices and tournaments
- Help manage the squash program, including coordinating squash volunteers for weekend practices, organizing squash matches with other clubs and organizations and keeping squash files up to date
- Manage the mentoring program, including recruiting and training new mentors, planning mentor events and monitoring mentor/mentee relationships
- Oversee CitySquash's website and social media, publications, and newsletters
- Run the CitySquash Summer Camp and volunteer recruitment for camp
- Assist with event planning of major fundraisers and program events

Qualifications:

- Bachelors Degree required
- Extensive experience in squash required
- Excellent written and oral communication skills
- Experience working with children, as a squash coach and/or tutor, especially with at-risk youth
- Knowledge of Spanish (with proficiency or fluency highly preferred)
- Driver's license required (candidates must be comfortable driving a 15-passenger van)
- Must be energetic, upbeat, and enthusiastic about CitySquash mission

Hours & Schedule:

During the school year (Sept to mid-June), the work day typically begins at 10am and ends at 7pm Monday through Friday. In a four-week cycle, the Program Associate will have one full weekend of work (Saturday & Sunday), two weekends with just one day of work, and one weekend off. This position also includes chaperoning up to fifteen overnight weekend tournaments/trips a year. On weeks when there is one day of weekend work, the Program Associate works a half-day on Fridays; s/he receives a full day off to compensate for a full weekend of work. During the summer (mid-June to mid-Aug), the work day begins at approximately 9am and ends at 5pm. There is no weekend work when school is not in session from mid-June through August, but it should be noted that some of the overnight trips might fall over the summer.

Vacation: The position includes 6 weeks of vacation annually: 1 in December, 1 in February, 1 in April, and 3 in August. Some but not all national holidays are off.

Compensation: \$35,000-\$45,000 DOE. Full health insurance coverage.

Interested candidates should send a resume and cover letter to Alexandra Boillot (alexandra.boillot@citysquash.org).