



Job Opening: Director of High School Placement - Bronx

Job Description: CitySquash seeks a full-time Director of High School Placement to start in August 2019. The Director of Placement assists CitySquash's highest-achieving middle school students who wish to apply to private high schools and oversees the progress of those students already placed in private high schools.

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 230 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-seven 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:

- Oversee the process by which CitySquash students are selected and apply to private high schools
- Assist students and families with SSAT preparation, essay writing, and financial aid forms
- Manage all aspects of the private school admissions process, including bringing students for campus visits and interviews
- Cultivate relationships with high school admissions offices through frequent visits and communications
- Support CitySquash's existing private school students by matching them with school liaisons, regularly checking-in with their academic advisors, and visiting them on campus each year
- Run the summer placement program in which students attend overnight squash, academic and outdoor camps

Qualifications:

- Bachelors Degree required
- Excellent written and oral communication skills
- Familiarity with Northeastern boarding and/or private day schools
- Experience working with children, as a teacher, tutor and/or squash coach, 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. During peak periods of the year, the Director of HS Placement might need to work longer hours and does a considerable amount of driving and travel. The Director of HS Placement also works, on average, two out of four Saturdays or Sundays. On weeks when there is one day of weekend work, the Director of Placement works a half-day on Fridays. The Director of HS Placement should also expect to chaperone up to five overnight team trips during the year. 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, except for phone calls from time-to-time.

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 at alexandra.boillot@citysquash.org.