



Program Director, Harlem

Location: New York, NY (Harlem)

Type: Full Time, exempt

Start Date: February 15, 2020

About StreetSquash

StreetSquash was founded in Harlem in September 1999 as the second squash and education program in the United States. A comprehensive youth enrichment program, StreetSquash combines academic tutoring, squash instruction, community service, college preparation, leadership development, and mentoring for young people ages 11-24. What began as an after-school program with 24 middle school students and two staff members has expanded to serve 400 participants from 6th grade through college graduation, and entry into the workforce. Learn more about us at www.streetsquash.org.

About the Position

StreetSquash is seeking a demonstrated leader to fill the **Program Director** (PD) role for our Harlem site. An ideal candidate will possess a passion for supporting young people and driving an organization that puts them on the path to high school graduation, post-secondary matriculation and completion, and securing meaningful, self-sustaining employment. The Program Director reports to the Executive Director.

Position Responsibilities

Management/Supervision

- Manage a team of 23 full- and part-time staff, and directly supervise 4 senior staff
- Oversee development and implementation of all program areas (academics; squash; college access, success, and alumni support; and social work) to ensure excellent quality and rigor
- Identify areas for growth and initiate plans for improvement
- Manage performance review process and oversee hiring of program staff

Programming

- Observe and participate daily in programming, maintaining a consistent presence with students and staff
- Ensure full participant enrollment and high attendance to achieve full space utilization and maximum impact
- Oversee all programmatic components and support staff with logistics related to travel, external opportunities, hosting large events, and summer programming
- Maintain relationships with partner schools to ensure consistent flow of participants and organizational integration into school community

Administration

- Coordinate all building and staff scheduling and program logistics
- Oversee program budget in conjunction with ED and Finance Department
- Oversee organizational transition to and adoption of Salesforce database
- Collaborate with the Development and Communications Department to support the creation of organizational collateral, partnership-building, and stewardship

The Program Director will be expected to oversee and be present at weekday practices and occasional weekend programming and all special events. This individual sets the tone for hard work and commitment, with a consistent presence in programs and willingness to work any/all hours that are required. The Program Director is responsible for ensuring that StreetSquash Harlem continues to thrive and serve its constituents well. It is a unique opportunity for a talented and focused individual to serve as a critical leader and to make a difference in the lives of the program's participants.

Requirements

- Graduate degree or Bachelor's degree with 7+ years of relevant experience (degrees in Education, Non-Profit Management, Social Work, or Counseling preferred)
- 7+ years of experience in a youth-focused not-for-profit with 3+ years management experience, including managing teams of 4+
- 5+ years direct service experiences with middle and high-school-aged students
- Experience managing day-to-day operations, developing and implementing programs, developing partner collaborations, and working with a range of community groups
- Experience managing multiple projects, anticipating obstacles, identifying and involving stakeholders appropriately, using resources wisely, and being flexible and adaptable under pressure
- Experience working with different communities, including marginalized populations

Qualifications & Experience

- Clear and compelling in both verbal and written communications, enjoys motivating a team around a common goal
- Strong executive presence with an ability to facilitate and lead meetings and trainings
- Ability to establish and strengthen relationships with participants and partners
- Experience in hiring, managing, and leading a team of full-time staff, part-time staff, and enthusiastic volunteers
- Ability to use data to identify programmatic trends and develop responsive practices for improving programs
- Ability to work effectively at all levels of the organization when needed, including as a squash coach, tutor, chaperone or more as needed; exhibits the gravitas, charisma and knowledge to be credible in all situations
- Proven ability to make good, proactive decisions in potentially emotionally-charged situations and/or in the absence of complete clarity; comfortable taking risks
- Passion for young people and enjoyment of spending time with them, coaching or tutoring them, and pushing them to set and achieve goals in all aspects of their lives
- Spanish proficiency a plus

Commitment: StreetSquash values long-term, deep, impactful work with participants. It takes years to cultivate strong, positive relationships, and staff retention is a critical component of organizational success. Candidates should be prepared to commit to StreetSquash for at least three years.

Compensation & Benefits: Salary commensurate with experience and qualifications, at a range of \$75k-85k annually. Wide range of benefits offered.

Application Process: Interested candidates should send a resume and cover letter to hire@streetsquash.org with Harlem Program Director Position in the subject line.