



Job Opening: Director of Middle School Academics, Bronx

Job Description: CitySquash seeks a full-time Director of Middle School Academics to start in June 2020. The Academic Director oversees the academic progress of CitySquash's 50 middle school students, working closely with the students, their parents and their teachers.

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 240 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. Eighty-four 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:

- Develop, schedule, and supervise all aspects of the Middle School Academic Program, including the Middle School Summer Camp
- Implement and help design curricula and teach up to 10 academic enrichment sessions per week
- Research opportunities for and organize community service and cultural enrichment outings for students
- Meet with students and families regularly for feedback on school and CitySquash performance
- Assist in supervising and putting together tutoring materials for volunteer tutors for middle school students
- Communicate with school teachers regularly and work with students struggling in school to improve grades through tutoring, specialized homework help sessions and individual improvement plans
- Collect, record, and monitor changes of all student data, including attendance, school grades, academic assessments, etc.

Qualifications:

- Bachelor's Degree required
- Experience teaching and/or working with children, especially at-risk youth, for at least one year after college is highly preferable
- Knowledge of Spanish (with proficiency or fluency highly preferred)
- Excellent written and oral communication skills
- 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 – mid-June), the work day typically begins at 10am and ends around 7pm Monday through Friday. The Academic Director also works half-days on weekends roughly twice per month, leading community service and culture outings. On weeks when there is weekend work, the Academic Director works a half-day on Fridays. The Academic Director also chaperones up to five overnight team trips during the year. During the summer (mid-June – mid-Aug), the work day begins at

9am and ends at 5pm. There is no weekend work when school is not in session from mid-June through August.

Vacation: The position includes 6 weeks of vacation annually: 1 in Dec, 1 in Feb, 1 in April and 3 in Aug. 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.