



Job Opening: Director of Placement - Brooklyn

Job Description: CitySquash seeks a full-time Director of Placement. The Director oversees the school placement process for all Brooklyn middle school students. CitySquash's highest-achieving middle school students apply to selective independent schools and in addition to managing that application process, the Director also oversees the progress of those students already placed in high school. The Director also supports all other Brooklyn team members through regular academic programming, and is also in charge of placing CitySquash team members to external summer camps.

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 224 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. Ninety-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:

- Oversee the process by which Brooklyn CitySquash students are selected and apply to private high schools
- Lead students and families through SSAT preparation, essay writing, and financial aid forms
- 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
- Facilitate the placement of Brooklyn team members to summer overnight squash, academic and outdoor camps
- Support Program Director and academic staff with data collection, visit scheduling, and tutoring
- Assist academic staff in all regular academic programming throughout the week, which includes homework help, tutoring, and enrichment
- Assist in recruiting and supervising academic volunteers

Qualifications:

- Bachelors Degree required
- Experience teaching and/or working with children, especially at-risk youth, for at least one year after college is highly preferable
- Familiarity with the college placement and financial aid process
- 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 the CitySquash mission

Hours & Schedule

During the school year (Sept to mid-June), the work day typically begins at 10am and ends around 7pm Monday through Friday. The Academic Director also works roughly two Saturdays or Sundays a month, leading community service and culture outings, or other events. 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 to mid-Aug), the work day begins at 9am and ends at 5pm, but includes extensive travel to allow for students to visit and tour colleges. 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: \$38,000 – \$48,000 DOE. Full health insurance coverage.

How to Apply: Interested candidates should send a resume and cover letter to manny.vega@citysquash.org.