



## Job Opening: Program Associate - Bronx

**Job Description:** CitySquash seeks a full-time Program Associate starting in the summer of 2021. The Associate's time will be split between coaching squash, managing the mentoring program, and assisting with some of CitySquash's marketing and communications.

**Program Description:** CitySquash ([www.citysquash.org](http://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 in the Bronx 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 14 years and includes squash, tutoring, mentoring, community service, travel, culture, nutrition, high school placement, employment training and college prep. Sixty-eight 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, Bucknell, 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 and organizing squash matches with other clubs and organizations
- Manage the mentoring program, including recruiting and training new mentors, planning mentor events and monitoring mentor/mentee relationships
- Assist in running the CitySquash Summer Camp and volunteer recruitment for camp
- Assist in upkeep of CitySquash's website and social media, and calendar of events
- 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:** \$38,000-\$48,000 DOE. Full health insurance coverage.

*Interested candidates should send a resume and cover letter to Colin Murfree ([colin.murfree@citysquash.org](mailto:colin.murfree@citysquash.org)).*