



## PROGRAM DIRECTOR JOB DESCRIPTION

**Location:** Cincinnati

**Type:** Full-time

**Start date:** Immediately

### Organization Description:

[The Cincinnati Squash Academy](#) (CSA) is a sports & education nonprofit that uses the game of squash to help transform talented students in under-resourced communities into scholar-athletes and future leaders with character. CSA provides year-round support in the following areas: academics, athletics, cultural exposure, community service, and mentorship. CSA is part of a national network of urban squash programs that exist across the country under the umbrella of the [Squash & Education Alliance](#).

### Job Benefits:

- Competitive salary (\$60,000 to \$65,000), commensurate with experience
- Generous benefits package:
  - Health, dental, and vision coverage
  - Paid time off policy: 25 days (2 weeks in December, 1 week in March, and 10 flex days); most national holidays
  - 401k plan
- Potential relocation package up to \$2,000 for non-local candidates

### Job Responsibilities:

- Oversee the development and execution of all after-school programming
  - *Squash, academics, postsecondary matriculation, summer programming, etc.*
- Oversee the development and execution of all postsecondary student support
- Manage/guide staff and volunteers to live by CSA's core values of empathy, flexibility, and impact
- Oversee and manage student enrollment funnel to reach program capacity
- Build strong relationships with parents
- Create and manage Standard Operating Procedures to enhance program efficiency
- Ensure quality control for all data tracking including setting goals and outputs, and analyzing program outcomes

**Note:** *This position does not require previous knowledge of or experience playing squash.*

**Work Hours:**

- **School Year:** Monday through Friday, 10 am to 6 pm  
*Daily, after-school programming typically runs from 3pm to 6pm*
- **Weekends:** 1-2x per month for local programming and field trips; 2-5x per year out-of-town trips (examples: college tours, squash tournaments)
- **Summer:** Monday through Friday 9 am to 5 pm

NOTE: While there are “regular” work hours outlined in this job description, there will be occasions when you are expected to work or be “on call” outside of that window of time. This may include student/parent meetings, field trips, fundraising events, staff outings, etc.

**Qualifications & Skills:**

*While no one person will embody all the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences*

- Experience managing day-to-day operations, developing and implementing programs, and working with a range of community groups
- Ability to relate effectively to diverse groups of people from a variety of backgrounds
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Thrives in a collaborative and fast-paced environment
- Experience in hiring, managing, and leading a team of full-time staff, part-time staff, and volunteers
- Valid driver’s license
- Ability to pass a criminal background check and driving record check

**Additional Info/Resources:**

- [“Hype” video](#) used to recruit students
- [What The Kids Say About CSA](#) video
- [REACH Values](#) video
- [General Information Deck](#)
- [CSA Instagram Account](#)

**To Apply:** Please send a resume and cover letter to Masis Professional Group ([lxaba@masisprofessional.com](mailto:lxaba@masisprofessional.com)) with "Cincinnati Squash Academy - Program Director" in the subject line.

**Equal Opportunity Employer:** Cincinnati Squash Academy is committed to building a culturally and racially diverse staff and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.