



Job Title: Program Director
Compensation: \$55,000-\$65,000/year
Location: Pittsburgh, PA

Type: Full Time, In-person
Report To: Executive Director
Start Date: ASAP

Position Summary

Steel City Squash is seeking a driven, innovative **Program Director** with a passion for supporting youth and putting them on the path to achieving their higher education goals. This position will primarily be responsible for ensuring programs and services meet the high standards expected by all stakeholders. Their goals will be centered around supervising existing programs, establishing new program activities, and evaluating program deliverables on an ongoing basis. The Program Director at Steel City Squash will foster a mission-focused approach to all our work and ensure the culture is inclusive, nurturing and growth-oriented.

About Steel City Squash

Steel City Squash is an out-of-school time program that aims to help each child realize their potential through long-term, rigorous programming in academic enrichment, squash and fitness instruction, and college and career preparation. Steel City Squash is a proud member of the Squash and Education Alliance, which collectively boasts over 2,000 middle and high school participants nationwide, a 97% high school graduation rate and college matriculation rate, and students at some of the top colleges in the nation.

Our team is committed to building deep relationships with our students and to giving each staff member meaningful responsibility in a cooperative working environment. We do our best to foster personal and professional growth, not just in our young people, but in each other as well.

Essential Functions

- Program quality control and evaluation
- Staff recruitment, hiring, onboarding, management, and development
- Program calendar planning and management
- Student transportation coordination and management
- Data collection, analysis, and management
- Resource management and development, including internal budget management and external resource management
- Parent and family engagement
- Volunteer recruitment, training, and management
- Communications and marketing support including newsletter, social media, pamphlets & flyers, and community outreach
- Event coordination for program events, tournaments, and outings
- Travel coordination and chaperone for both in and out-of-state travel
- Other duties, responsibilities and projects identified as needed

Leadership Competencies:

- Program/Project Management
- Staff and Self Development and Management
- Organization and Time Management
- Communication and Goal Setting
- Diversity, Equity, and Inclusion Focused

Qualifications:

- Bachelor's Degree or higher
- At least 5 years of experience in youth-serving organization
- Experience with data management software (e.g. Salesforce, EveryAction/Salsa)
- Experience with project management/productivity software (e.g. Slack, ClickUp)
- Experience with Google Suite platform
- FBI Clearance, PA Criminal History Clearance, PA Child Abuse Clearance, Driver's History required
- Valid PA driver's license, comfort and capacity to drive a 15-passenger bus/van on a regular basis
- Must be able to work after-school hours and some weekends

Work Environment and Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities.
- The employee needs sufficient strength, agility and mobility to perform essential functions and supervise youth-focused sports-based program activities in a variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and communicate via computer, phone or other smart device.
- The employee is frequently required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must occasionally drive up to 6 hours at once.

How to Apply:

Please email cover letter and resume to Brad Young, Executive Director, at brad.young@steelcitysquash.org.

Steel City Squash is an equal opportunity employer with a commitment to diversity, equity, and inclusion. We encourage all qualified applicants to apply. No knowledge of squash is necessary for academic or leadership positions.