



Job Opening: Director of High School Academics

Job Description: CitySquash seeks a full-time Director of High School Academics. The Academic Director oversees the academic progress of CitySquash's local high school students, working closely with the students, their parents and their teachers. This position reports directly to the Program Director

Program Description: CitySquash (www.citysquash.org) is a nonprofit youth program based in the Bronx at Fordham University. 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 200 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. Over 130 CitySquash students have won scholarships to selective prep schools and colleges, including Avon Old Farms, Berkshire, Blair, Brooks, Canterbury, Eaglebrook, Episcopal, Hackley, Lawrenceville, Loomis Chaffee, Mercersburg, Millbrook, St. George's, St. Paul's, Taft, Trinity-Pawling, Westover, Bates, Bowdoin, Columbia, Connecticut College, Cornell, CUNY, Franklin & Marshall, Hamilton, Hobart, Middlebury, Mt. Holyoke, St. Lawrence, Trinity, Vassar and Wesleyan.

CitySquash looks forward to the opening of its brand new academic & squash facility, the Julian H. Robertson Jr. CitySquash Center, in Spring 2025 in the Bronx.

Primary Roles and Responsibilities:

- Develop, schedule, and supervise all aspects of the High School Academic Program, including the High School Summer Camp
- Design curricula and teach academic enrichment sessions to strengthen core reading, writing, and mathematical skills, and Homework Help sessions
- Research opportunities for and organize community service and cultural enrichment outings for students
- Meet with students and families regularly to discuss school and CitySquash performance
- 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 the CitySquash mission

Hours & Schedule

During the school year (Sept to mid-June), the workday 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 or Mondays. The Academic Director also chaperones up to five overnight team trips during the year. During the summer (mid-June to mid-Aug), the workday 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: \$40,000-\$50,000 DOE. Full health insurance coverage.

Interested candidates should send their resume to hire@citysquash.org.