



Job Opening: Director of Placement

Job Description: CitySquash is seeking a full-time Director of Placement. The Director assists CitySquash's highest-achieving middle school students who wish to apply to private high schools and oversees the progress of those students already placed in private high schools.

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:

- Oversee the process by which CitySquash students are selected and apply to private high schools
- Assist students and families with SSAT preparation, essay writing, and financial aid forms
- Cultivate relationships with high school admissions offices through frequent visits and communications
- Support CitySquash's existing boarding school students by matching them with boarding school liaisons, regularly checking-in with their academic advisors, and campus visits
- Run the summer placement program in which students attend overnight squash, academic and outdoor camps

Qualifications:

- Bachelor's Degree required
- Excellent written and oral communication skills
- Familiarity with Northeastern boarding and/or private day schools
- Experience working with children, as a teacher, tutor and/or squash coach, 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)
- Full COVID vaccination required
- 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. During peak periods of the year, the Director of Placement might need to work longer hours and does a considerable amount of driving and travel. The Director of Placement also works, on average, two out of four Saturdays or Sundays. On weeks when there is one day of weekend work, the Director of Placement works a half-day on Fridays. The Director of Placement should also expect to chaperone up to five overnight team trips during the year. 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, except for phone calls from time-to-time.

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: \$40,000-\$50,000 DOE. Full health insurance coverage.

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