



Job Opening: Program Associate

Job Description: CitySquash is seeking a full-time Program Associate. The Associate's time will be split between coaching squash, managing the mentoring program, assisting with high school and college placement efforts, and supporting the organization's marketing and communications efforts. The Program Associate will report 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:

- Serve as a squash coach for Bronx/Brooklyn team members in weekly practices, weekend tournaments/practices, and private/semi-private lessons.
- Assist college and high school placement & success efforts through essay support, test prep, application and financial aid paperwork, family engagement, school visits, school outreach, career planning, and current student support and programming.
- Manage the mentoring program, including recruiting and training new mentors, planning mentor events and monitoring mentor/mentee relationships.
- Assist in upkeep of CitySquash's website and social media, and calendar of events.
- Recruit and manage academic and squash volunteers for school-year and summer programming.
- Support the Program Director and Executive Director with organizational tasks, communications, and other logistics.

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 – mid-June), the work day typically begins at 10am and ends around 7pm Monday through Friday. The Program Associate also works, on average, two out of four Saturdays or Sundays. On weeks when there is weekend work, the Program Associate works a half-day on Fridays. The Program Associate also chaperones up to five overnight team trips during the year. During the summer (mid-June to mid-Aug), the work day 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.

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

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