



## DYNAMIC NYC ORGANIZATION SEEKS GIRLS BASKETBALL PROGRAM MANAGER

New Heights was founded in October 2005 as an independent non-profit organization in New York City. Our mission is *"to educate and empower promising underserved youth to be leaders, champions and student-athletes by developing the skills necessary for success in high school, college and life."* We are located at **Major R. Owens Health & Wellness Community Center** in **Crown Heights, Brooklyn**. Our facility includes three basketball courts, classrooms, offices, tutoring rooms, and meeting spaces.

New Heights provides intensive, long-term support for promising young athletes from underserved communities to develop the academic skills, leadership abilities and character traits necessary to succeed beyond sports. Through our new home and programming, we will be expanding our services to impact thousands of youth annually, primarily in grades 4-12, through our College Bound and Community programs that include:

- Travel basketball teams
- Academic support, tutoring, counseling and workshops focused on social-emotional learning and life skills
- High school preparation, guidance and placement services
- College preparation, guidance and placement services
- New Heights Summer Academy (an academic-athletic summer program)
- Community-based clinics, leagues, camps, workshops and events

The **Girls Basketball Program Manager** will play a vital role in shaping and growing our girls' middle school and high school basketball programs. This is a unique opportunity to contribute significantly to a high-potential organization as the women's basketball landscape is rapidly expanding. This position is full-time, reporting to the Director of Programs. This role is expected to be onsite at our new office in Brooklyn. The first 90 days will be five days a week in the office, and then we will shift to a hybrid model, with minimum of three days in the office.

### **Primary Responsibilities:**

#### Program Cultivation

- Build relationships with local schools, basketball teams, and coaches.
- Recruit players, coaches, and families to join the New Heights community.
- Engage in and support the enrollment process for New Heights' student-athletes, including student and family orientations and the entry of required documents.

#### Program Management

- Collaborate with student-athletes, parents, and appropriate New Heights staff on an on-going basis to ensure that the girls' program goals are being met.
- Maintain student participation and attendance throughout the year via recruitment and retention activities, including student trips, after-school clinics, and training.
- Monitor student behavior and support positive youth development on-site during program hours.
- Manage communication platforms with players, parents, and staff.
- Ensure the timely and accurate collection, entry, and reporting of program data and metrics.
- Manage coaches, including hiring (background checks), ongoing assessment, and support.

#### Logistics, Events, & Scheduling

- Collaborate with staff to ensure that required facilities and program supports (courts, travel logistics, practice, player invites, registrations, tutors, etc.) are planned for and provided.
- Coordinate and track weekly, monthly, and annual schedules (all tryouts, tournaments schedules, and programming for assigned teams).

#### Additional Responsibilities:

- Attend development and training activities, as well as regular meetings facilitated by New Heights.
- Travel to off-site meetings, games, and events, as needed.
- Assist in any other duties assigned to you by your supervisor.



**Ideal Candidate:**

- Passion for the New Heights mission and a demonstrated interest in youth development.
- Knowledge of the youth sports industry.
- Excellent interpersonal, organizational, and oral and written communication skills.
- Ability to engage effectively with diverse audiences.
- Strong computer skills, including Microsoft Office Suite and Google Suite.
- Highly responsible, self-motivated, organized and detail-oriented team player.
- Bachelor's degree preferred.

**Salary and Benefits:**

- Salary compensation range depending on experience and qualifications: \$55,000 - \$65,000 annually
- **Comprehensive benefits package including:**
  - Insurance – Medical, Dental, Vision
  - 401k with employer contribution
  - 20 PTO/15 Holidays, not including organization-wide week off in the summer

**How to apply:**

Please send a resume and cover letter to Jerome Allen at [jallen@newheightsnyc.org](mailto:jallen@newheightsnyc.org). Please put "Girls Basketball Program Manager" in the subject line. No phone or fax inquiries – we will respond if we require further information.