



## **DYNAMIC NYC ORGANIZATION SEEKS GIRLS BASKETBALL PROGRAM MANAGER**

Founded in 2005, New Heights Youth, Inc. is a New York City-based non-profit organization located at the **Major R. Owens Health & Wellness Community Center** in **Crown Heights, Brooklyn** that uses sports to help young people rise to their potential physically, emotionally, socially and academically. 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."*

Through a variety of after-school, weekend and summer programs, New Heights engages over 1,500 youth and young adults annually, the majority of whom represent racially and/or economically marginalized communities. We are currently expanding our signature College Bound program and introducing new community-based services that will deepen our impact in Brooklyn and throughout New York City. Our current programs 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 office in Brooklyn. The first 90 days will be five days a week in the office, and then will shift to a hybrid model with a 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 an 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.