DYNAMIC NYC ORGANIZATION SEEKS GIRLS BASKETBALL PROGRAM MANAGER

New Heights was founded in October 2005 in New York City as an independent non-profit organization. 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.”

New Heights provides intensive, long-term support for promising young NYC athletes to develop the academic skills, leadership abilities and character traits ultimately necessary to be successful in life beyond sports. We currently work with over 250 young people, grades 4-12, year-round, in a comprehensive program that includes:

• Travel basketball teams
• Academic tutoring and workshops focused on social-emotional learning and life skills
• High school and college preparation, guidance and admissions support
• College preparation, guidance and admissions support
• New Heights Summer Academy, a 6-week academic-athletic summer program

In 2021, we grew our organization and opened a new home facility in Brooklyn to expand our College Bound programming and create new community-based initiatives.

New Heights is seeking a full-time Girls Program Manager to support the growth of our girls programming. This position will report to the Chief Program Officer.

Primary Responsibilities:

• Research and align effective program partnerships and collaborations to ensure the girls program is consistently growing and improving.
• Communicate and collaborate with student-athletes, parents, and appropriate New Heights staff on an on-going basis to ensure that for the girls’ program goals are being met.
• Coordinate and track weekly, monthly, and yearly schedules (all tryouts, tournaments schedules, and programming for assigned teams).
• Manage communication platforms with players, parents, and staff.
• Recruit and build relationships with local schools, clubs, and/or coaches.
• Maintain student participation and attendance throughout the year via recruitment and retention activities, including student trips, after school clinics, and training.
• Engage in and support the enrollment process for New Heights’ student-athletes, including student and family orientations family orientations and the entry of required documents.
• Collaborate to ensure that required facilities and program supports (courts, travel logistics, player invites, registrations, tutors, etc.) are planned for and provided.
• Ensure the timely and accurate collection, entry, and reporting of program data and metrics.
• Monitor student behavior and support positive youth development on-site during program hours.
• Maintain fiscal data, including receipts, supply/material requests, attendance data and reports per established procedures and timelines.
• Attend development and training activities and regular staff meetings provided by New Heights.
• Travel to off-site meetings, trainings, and events, as needed.
• Manage coaches, including hiring (background checks), ongoing assessment, and support.
• Manage basketball tryouts and ensure completion of registration, payment, and waivers.
• Assist in any other duties assigned to you by your supervisor.
Qualifications/Requirements:
• Passion for the New Heights mission and a demonstrated interest in youth development.
• Knowledge of the youth sports industry is highly preferred.
• Bachelor’s degree required, master’s degree in related field a plus.
• Excellent interpersonal, organizational, and oral and written communication skills.
• The ability to engage effectively with diverse audiences.
• Strong computer skills, including Microsoft Office Suite and Google Forms, as well as experience with databases.
• Highly responsible, self-motivated, organized and detail-oriented team player with a demonstrated ability to work independently and thrive in a fast-paced environment.

Salary and Benefits:
New Heights also offers a full, competitive benefits package that includes medical, dental, vision, and life insurance. Full-time employees are also eligible, after a 6-month waiting period, to participate in a 401(k) plan with employer contribution.

The salary range for this position is $55,000 – $65,000

How to apply:
Send a PDF cover letter and resume to Joe Luesse at jluesse@newheightsnyc.org and Indicate “Girls Program Manager” in the subject line. Please, no phone inquiries. We will respond if we require further information.