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. Please put “Girls Basketball Program Manager” in the subject line. No phone or fax inquiries – we will respond if we require further information.