



JOB TITLE: Director of Academics and College Readiness

JOB TYPE: Full-Time, Salaried

SUPERVISOR: Chief Program Officer

DIRECT REPORTS: Academic Program Coordinator (Queens), Academic Program Coordinator (Manhattan), Academic Program Coordinator (Brooklyn), Wellness Coaches, and Tutors

GENERAL DESCRIPTION:

Row New York (www.rownewyork.org) is a unique non-profit organization which transforms the lives of New Yorkers, regardless of ability or background, through the discipline of rowing combined with comprehensive academic support. Our student-athlete population reflects enormous ethnic and racial diversity, as well as the mutually beneficial integration of teens from varying socioeconomic backgrounds. Our free and low-cost programs serve over 2,000 young people annually, empowering them to build strength, gain confidence, and pursue excellence through intensive rowing and academic programming. We also offer para-rowing for youth and adults with disabilities, summer camps, fitness classes, adult rowing instruction from introductory to competitive levels, and corporate team-building workshops.

Currently, we row out of three boathouses: the Peter Jay Sharp Boathouse on the Harlem River in upper Manhattan, the World's Fair Boathouse on Meadow Lake in Flushing Meadows Corona Park, Queens, and Paerdegat Basin in the Canarsie section of Brooklyn. Our main office is located in Midtown Manhattan. This position will be based at our Midtown office with regular program visits to all three academic locations.

Position Summary:

Row New York's Director of Academics and College Readiness oversees the many facets of Row New York's after school academics and college prep programs. This person works closely with the Director of Youth Rowing to develop cohesive and effective youth programming. The Director of Academics and College Readiness will develop curriculum, oversee a team of tutors, and work with Academic & College Success Coordinators in Queens, Manhattan, and Brooklyn to run academic sessions for 240 middle school and high school girls and boys enrolled in Row New York programs in their pursuit of athletic and academic excellence. An excellent candidate is driven and optimistic, has considerable experience in education, and is committed to serving students from schools in under-resourced communities.

Key Responsibilities:

- Execute Row New York's vision for academic and college success for all participants,

which includes oversight of Row New York's after school tutoring program, summer programming, college preparation and college completion efforts, and the alumni network

- Manage and coach direct reports to promote professional development, growth, structure, and open communication
- Counsel rising seniors and juniors on the college application process and promote a college-going culture at Row New York
- Work closely with all Row New York T.E.A.M members to strategically incorporate academics into programming to ensure individual and programmatic success
- Work closely with the Alumni Coordinator and the Chief Program Officer to run alumni programming at Row New York, which includes communicating regularly, planning events, visiting students in college, and being a resource for college and career advice
- Partner with the Operations Team to ensure that all academic metrics are collected, organized, and analyzed in a way to ensure an outcomes-focused culture and effective academic programming
- Oversee Academic Program budget and monitor spending
- Collaborate with the Communications Team to highlight events, achievements, and needs on the academic front
- Build and maintain relationships with partner organizations including schools, colleges and universities, and other non-profits
- Provide ideas and feedback on behalf of the Academic Team to the Development Team and attend site visits as requested by the Executive Director to ensure funding through foundations, public funding, and individual donations
- Hire tutors and academic staff for all 3 academic locations
- Secure academic locations for all 3 youth programs
- Conduct low inference observation

Qualifications and Requirements:

- BA or BS Required
- Master's degree preferred
- 4+ years experience teaching or working with youth who are first generation college students and students who attend under-performing high school and middle schools
- 2+ years management experience
- Commitment to the mission of Row New York and to the spirit of a sports based youth development model
- Thorough understanding of the New York City public school system
- Strong knowledge of the college admissions process, specifically CUNY, SUNY, and opportunity programs such as HEOP and EOP
- Strong passion for helping students set and achieve their academic goals

- Experience with alternative to post-secondary education pathways
- Strong references
- Strong work ethic coupled with an enthusiastic and passionate approach to work
- A sense of humor, tolerance for change, and a demonstrated ability to create a positive culture and sense of empowerment for students
- Strong oral communication and writing skills, ability to communicate with sensitivity and to work with diverse populations, comfortable with public speaking
- Strong organization skills, attention to detail, ability to complete tasks accurately and in a timely manner
- Proactive problem solver who demonstrates initiative and ability to work individually and on a team
- Ability to operate in a professional manner including proper attire, ethical behavior, and strict confidentiality with student/family information
- Effective use of a variety of technology tools, experience with Salesforce a plus
- Love of sports a plus, but not required
- Spanish fluency (oral and written), a plus

Compensation and Benefits:

Row New York is committed to creating a culture that is supportive of learning, growth, and staff development. Our investment in staff includes:

- Competitive salary commensurate with experience
- 401(k) plan
- Health and dental insurance
- Generous paid time off and holidays

To Apply:

Submit cover letter, resume, and references to dmcfadden@rownewyork.org with "Director of Academics" in subject line. Only applicants asked to interview will be contacted. No phone calls, please.

Row New York is an equal opportunity employer. No rowing experience is necessary. Qualified women and people of color are encouraged to apply.

