



## **Job Posting: Youth Programs Manager 1.0 FTE**

### **AGENCY OVERVIEW**

Sportsmen's Tennis & Enrichment Center (Sportsmen's) is a 501(c)(3) organization whose mission is to build leaders on the court, in the classroom, and in the greater community by providing academic, wellness and social development programs alongside recreational and competitive tennis instruction for youth and adults.

Sportsmen's is committed to improving life opportunities for youth in Boston's Blue Hill Corridor while welcoming a diverse community from the Greater Boston area. Our facility hosts 15 tennis courts, 3 classrooms, a fitness center, and is located on 4 acres near the Dorchester/Mattapan line. Founded in 1961, we were the first indoor non-profit tennis club in the United States formed by and for the African-American community.

Today, we provide high-quality tennis and enrichment programs for more than 5,000 young people each year—representing a wide range of races, ethnicities, and socio-economic backgrounds. In addition, we offer adults a full slate of opportunities, including leagues, lessons, recreational play, and competitive tournaments. Our Youth Tennis programs serve K-12 youth during and after school, and in weekend lessons, summer and vacation camps.

### **THE LEARNING CENTER AT SPORTSMEN'S**

Sportsmen's offers a host of academic and social enrichment programs, which come under the heading of The Learning Center (TLC) at Sportsmen's. TLC serves approximately 200 Kindergarten through 12th-grade students annually, predominantly in grades K through 6, with the overarching goal of improving classroom and test scores in literacy, math, and science, by helping participants develop positive attitudes towards learning, build skill inventories, and improve studying and testing strategies.

In Fall 2025, Sportsmen's opened its Teen Center—a dedicated space designed for middle and high school students. The Teen Center will provide students with a place to relax, complete homework, and engage in enriching programs focused

on workforce development, college preparation, and personal growth. This new space will expand upon the foundation established through the School to Sportsmen's program, extending opportunities that have long supported elementary students to a broader age group.

### **SPORTSMEN'S FINANCIAL MODEL**

Sportsmen's annual operating budget of approximately \$5M consists of a combination of fee-for-service revenue, corporate and foundation grants, special events, and individual donations.

The TLC community is typically composed of families that live within the economically challenged neighborhoods surrounding Sportsmen's. While parents are charged a nominal fee to ensure full program participation, TLC is primarily funded through philanthropic support.

### **JOB SUMMARY**

The Youth Programs Manager (YPM) plays a dynamic and influential role in shaping meaningful youth experiences at Sportsmen's. This full-time, year-round position leads the day-to-day operations of the Teen Center and oversees all planning and execution of summer and school vacation camps. Working closely with the Director of The Learning Center and the Director of Partnerships and Programs, the YPM brings engaging, developmentally appropriate programming to life – supporting social-emotional growth, workforce readiness, and positive engagement for teens and young people. The YPM will also collaborate with Sportsmen's contract grant writer to solicit funding for teen programming and to support reporting on awarded grants.

The YPM creates safe, vibrant, and inclusive spaces where youth feel supported and inspired in their academic and leadership development, while also supervising seasonal and part-time summer camp staff, coordinating program logistics, and maintaining strong, responsive communication with families.

### **REPORTING STRUCTURE**

The Youth Programs Manager reports to the Director of The Learning Center.

## **RESPONSIBILITIES**

The YPM will oversee youth enrichment programming beyond K–5 academic services, with primary responsibilities as follows:

### Teen Center (School-Year Programming)

- Manage daily Teen Center operations during the school year, with weekday programming from 3:00 PM to 6:00 PM and select weekend hours for special events and workshops
- Implement enrichment, workforce development, and teen engagement programming designed collaboratively with the Director of Partnerships and Programs
- Establish and maintain routines that promote safety, belonging, and consistent participation
- Communicate regularly with families and partners to ensure strong relationships and clear expectations
- Provide coverage in the School to Sportsmen's program as needed

### Summer Camp & School Vacation Camps

- Lead planning, administration, and delivery of February, March, April, and summer camps
- Manage the full registration and onboarding process, including CampDoc setup, application monitoring, and communication with families
- Ensure compliance with all Department of Public Health (DPH) and Early Education & Care (EEC) summer camp requirements
- Lead the hiring, training, scheduling, supervision, and overall development of summer staff and junior counselors, collaborating with the Tennis Director, the TLC Director, and Sportsmen's Youth and Family Social Worker. Develop daily schedules, coordinate field trips, arrange meals, and oversee safety and behavioral expectations
- Maintain accurate records, manage waitlists, and address billing or registration issues as they arise

### Program Operations, Data, and Evaluation

- Track attendance, participation, and other program metrics across Teen Center and all camps
- Monitor program quality and recommend improvements based on youth engagement, feedback, and observed needs
- Maintain accurate operational records, medical documentation, safety lists, and weekly reports

- Support ad hoc youth events, such as the Boston Public School Tennis Week logistics as needed, while not serving as the primary lead

#### Staff Leadership & Collaboration

- Supervise seasonal staff, junior counselors, and any future Teen Center support staff
- Model positive youth development practices and cultivate a professional, supportive team environment
- Collaborate closely with the Director of Partnerships and Programs to incorporate partnership-driven workshops, special events, and teen opportunities

#### **REQUIRED QUALIFICATIONS**

- Demonstrated experience leading youth development or enrichment programming
- Experience working effectively with diverse ethnic, cultural, and socioeconomic populations in urban communities
- Strong operational and organizational skills, with the ability to manage logistics, scheduling, and administrative systems
- Commitment to creating safe, inclusive, and developmentally appropriate environments for youth
- Ability to build trust with families, youth, and colleagues and communicate clearly in both written and verbal formats
- Ability to work independently, take initiative, and adapt in fast-paced program settings

#### **REQUIREMENTS**

- Ability and willingness to obtain CPR/First Aid and AED certification, EEC Certification and Safe Play training
- Ability and willingness to obtain any licenses required for camp administration
- Computer literacy, including word processing, data management, and email
- Ability to follow written and oral directions, maintain accurate documentation, and meet deadlines
- Ability to work extended hours during summer camp season and standard afternoon/evening hours during the school year

#### **PREFERRED SKILLS**

- Experience supervising youth program staff, counselors, or volunteers

- Prior camp leadership or experience in camp administration
- Familiarity with CampDoc or similar camp registration platforms
- Experience planning or coordinating enrichment workshops for teens
- Experience with trauma-informed youth work or SEL approaches
- Experience forming or managing community partnerships
- Knowledge of the Dorchester, Mattapan, and Roxbury community landscape
- Spanish or Haitian Creole proficiency

### **COMPENSATION**

Compensation for this position is \$60,000 to \$65,000 per year, commensurate with experience. The Youth Programs Manager will work approximately 40 hours per week throughout the year. The schedule will vary seasonally, with extended daytime hours during summer camp and mostly standard afternoon/evening hours during the school year. Flexibility is required for some evening and weekend hours as needed. Sportsmen's offers a competitive compensation package, including health and dental insurance, and a 401(K) program.

### **EQUAL OPPORTUNITY**

Sportsmen's is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status under federal, state or local law.

### **TO APPLY**

Qualified candidates should [click here](#) to access the online application.