



JOB ANNOUNCEMENT: Program Assistant – Maryland Corps/Service Year

REPORTS TO: Program Director

STATUS: Full-time/Service Year (Maryland Corps/Service Year)
September 10, 2025

START DATE:

ABOUT SQUASHWISE

Since 2008, SquashWise has partnered with Baltimore City youth and their families to help students reach their academic, athletic, and life goals through educational and athletic opportunities—specifically in the sport of squash, which is often a new sport for our participants. Today, SquashWise is entering a period of significant growth. This fall, we will open the SquashWise Center, a youth and community center located at the former Greyhound bus terminal. Our new home will enable us to expand our programs to serve more youth in Baltimore and provide opportunities for community members of all ages to learn and play squash, fostering relationships through the sport.

ABOUT MARYLAND CORPS

If you are looking for a way to serve your community, consider joining the Maryland Corps/Service Year Option. This first-in-the-nation program offers a year of professional growth and career exploration where you can earn a living wage, gain new skills, and identify where your talents and purpose intersect, all while serving your community with your fellow Marylanders.

POSITION SUMMARY

SquashWise is seeking a **Program Assistant** through the **Maryland Corps Service Year** to support our youth and community programs during this key period of growth. The Program Assistant will work closely with our staff to deliver year-round enrichment for Baltimore City students, combining tutoring, mentoring, college and career readiness, fitness, and squash.

In addition to youth programming, the Program Assistant will play an integral role in launching the SquashWise Center's community membership initiatives by supporting member enrollment and orientation, assisting with events, and contributing marketing efforts to engage diverse audiences across Baltimore.

This position offers a unique opportunity to learn nonprofit program delivery and community engagement while developing professional skills in a mission-driven environment. Prior squash experience is not required, but an interest in sports/fitness is a plus. Squash training will be provided.

MAIN DUTIES & RESPONSIBILITIES

Community Programs

- Assist in designing and implementing monthly community events where all members of our community are invited to participate.
- Help develop member experiences including enrollment, orientation, and tracking engagement.
- Cultivate relationships with members to encourage involvement as donors and volunteers.
- Use technology systems to manage member and event data.
- Contribute ideas for community events beyond squash, including fitness, wellness, and educational programming.

Youth Programs

- Support classroom activities such as tutoring, enrichment projects, and career and college exploration.

- Assist coaches with squash and fitness sessions, matches, and tournaments.
- Participate in student recruitment, including school visits and tryouts, and proactively help retain student participation.
- Accompany students to tournaments, weekend activities, and field trips.
- Support in-school PE clinics and on-site visits from area schools.

Administrative Responsibilities

- Monitor the front desk to assist with deliveries, member check-ins, and parent/guardian pick-ups.
- Assist with managing inventory, including Pro Shop items, vending machines, and supplies.
- Support facility maintenance such as court upkeep, classroom tidying, and general organization.
- Other duties as assigned to support SquashWise's mission.

EXPERIENCE & EDUCATION REQUIRED

- High School Diploma or GED required.
- **Must be approved and accepted as a Maryland Corps/Service Year Option Member**
- Must pass a criminal history background check upon hire and annually. Background checks will include state and federal criminal records, sex offender registry, and other relevant screenings—fees paid for by Baltimore SquashWise.
- CPR/First Aid/AED certification (training provided).

PREFERRED SKILLS & EXPERIENCE

- Experience working with youth in educational or recreational settings.
- Experience or interest in fitness, coaching, sports, and/or health and wellness.
- Basic technology skills (using Google Workspace, cloud-based systems).
- Ability to communicate clearly and respectfully with a wide range of people.
- Comfort engaging in physical activities as part of programs.

IDEAL CANDIDATE

The ideal candidate will:

- Demonstrate a strong work ethic, reliability, and readiness to learn.
- Be passionate about SquashWise's mission to build a more equitable community through sport and education.
- Be open to feedback and committed to personal and professional growth.
- Bring energy, adaptability, and collaboration to their daily work.
- Be excited to engage with young people and community members of all backgrounds.

SCHEDULE & WORK ENVIRONMENT

- This role is fully in-person.
- Generally, an 8-hour workday with breaks, with some flexibility for evenings or weekends
- The position combines office-based responsibilities and active program delivery.
- Occasional public speaking and regular interaction with students, families, and the public are expected.

BENEFITS

As a Maryland Corps / Service Year Member serving with SquashWise, you will receive the following benefits:

- **Earn at least \$15/hour** during your year of service

- **Professional development and on-the-job training**, including mentoring and exposure to nonprofit, education, and community development career paths
- **Career coaching and job search assistance** throughout the service term
- Upon successful completion of your year of service, you may be eligible to earn:
 - A **\$6,000 completion award**
 - A **Department of Labor Registered Apprenticeship Certificate**, if applicable to your service role

These benefits are provided through the Maryland Corps program.

HOW TO APPLY:

To apply for the Program Assistant – Maryland Corps/Service Year position at SquashWise, please follow the steps below:

1. **Review the Maryland Corps/Service Year Eligibility Requirements**
Make sure you meet the general eligibility criteria for Maryland Corps.
You can learn more here: [Maryland Corps – Become a Member](#)
2. **Submit an Application Through Maryland Corps**
All candidates must first complete the Maryland Corps Service Year application.
Start your application here: [Apply to Maryland Corps](#)
3. **Express Your Interest in Baltimore SquashWise**
Within your Maryland Corps application, indicate your interest in serving with SquashWise as your host organization.
4. **Send a Cover Letter and Résumé to SquashWise**
In addition to your Maryland Corps application, please email a brief cover letter outlining your interest in the Program Assistant role and a current résumé to:
apply@baltimoresquashwise.org Please include “**Program Assistant – Maryland Corps/Service Year Application**” in your subject line.
5. **Timeline and Support**
Applications are reviewed on a rolling basis. Early submissions are encouraged.
If you have questions about the role or the application process, feel free to contact us at apply@baltimoresquashwise.org.

IMPORTANT LINKS:

- [Maryland Corps Website](#)
- [Maryland Corps Application Portal](#)
- For more information on the Maryland Corps, contact applytoserve@maryland.gov

EQUAL OPPORTUNITY EMPLOYER

SquashWise is an equal opportunity employer committed to an inclusive and welcoming workplace environment, free of discrimination and harassment. We celebrate and support the diverse cultures, perspectives, skills, and experiences within our workforce and our community.