

## **JOB DESCRIPTION: SBSOS Squash Director 2015-16**

- **Manage and coordinate all squash curriculum:**  
Plan, schedule, and attend all practices, arriving at the location before any students  
When unable to attend a practice:
  - 1) Find appropriate cover with as much notice as possible
  - 2) Obtain the ED's approvalTrain volunteers on proper instruction and appropriate behavior
- **Attendance:**  
Student attendance to be recorded daily
- **Evaluating squash and fitness progress:**  
Design fitness and skills testing program and maintain results  
Maintain squash rankings
- **Schedule and attend all squash competitions/events:**  
Schedule and organize transportation, entries, accommodation and expenses for all local and out-of-town squash events
- **Develop and monitor squash budget:**  
Schedule tournaments and travel team details with ED approval  
Provide detailed report to ED of each event within one week of conclusion including receipts for expenses
- **Recruit, train and schedule squash volunteers:**  
Make sure all practices are supported by as many volunteers as needed
- **Manage squash equipment ordering:**  
Make sure each participant has equipment and uniforms, and brings them to every practice  
Submit equipment requests to ED as needed for approval
- **Develop written squash lesson plans:**  
To be kept in a binder or online, accessible to volunteers, and improved and developed over time  
Develop and run School Year Program, Holiday Program and Summer Program
- **Maintain relationship with NUSEA:**  
Communicate regularly with other Squash Directors on policies and procedures, sharing ideas etc.
- **Manage annual fundraiser:**  
Oversee and coordinate all aspects of an annual Squash-A-Thon or equivalent fundraising event

- **Communication:**  
Maintain relationships with students, parents, volunteers, staff, and Board  
Meet weekly with ED or as needed
- **Hours:**  
This position is expected to require a minimum of 4-6 hours per week on court (all squash sessions) and up to 4 hours per week off court admin, plus occasional weekend duties in or out of town per the approved travel/tournament/event schedule
- **Pay and bonus:**  
This position is an Independent Contractor position, which maybe discontinued at any time, beginning 9/1/15, and will pay \$1,000 monthly by check on the 1<sup>st</sup> of each month for the prior month's work
- **Reviews:**  
This position will be reviewed on a quarterly basis with performance level results based on the sections in this job description

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**xxx, Squash Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Robert Graham, Executive Director**

\_\_\_\_\_  
**Date**

- **Additional Information:**  
Orla O'Doherty, our existing Squash Director, has given her resignation from SBSOS effective 9/1/15 to focus on her junior program at Santa Barbara Athletic Club. We are looking to replace her like-for-like which means a \$12,000 quarter-time (approx. 10 hours per week) position for someone year round. With a small local squash community this is tricky, and we probably have to look elsewhere. It's probably going to have to be someone who has other sources of income who is interested in moving to Santa Barbara, and can still work that other income source. They wouldn't necessarily have to be a highly qualified coach though some skills are required obviously.  
There is a possibility that the person could take on an assistant coaching role at Santa Barbara Athletic Club (SBAC) under Orla's direction, as she is busy enough with lessons to warrant this, but this would not be a salaried position, and again likely a quarter-time position at best. Orla would have 100% right of refusal to anyone interested in the SBSOS position if she felt that they were not a good fit to work for her at SBAC, and this is not guaranteed as the club could also veto it, just a possibility.  
We might be looking for someone that doesn't exist, but Santa Barbara is a very desirable place to live!