



Program Coordinator, Academics at SquashBusters Lawrence

About SquashBusters

SquashBusters is a 22 year old sports-based youth development program that uses a combination of squash and fitness, academic support and enrichment, community service, and mentoring to improve the lives of youth in Lawrence, Boston, and Providence. SquashBusters' mission is to challenge and nurture urban youth - as students, athletes, and citizens - so that they can recognize and fulfill their greatest potential in life.

SquashBusters aims to ensure that all of its graduates:

- 1. Enroll in and successfully complete college or other post-secondary opportunities*
- 2. Understand and embrace life-long habits of health and wellness*
- 3. Develop a deep sense of character and personal integrity*

SquashBusters currently serves 350 middle school, high school and college students in Lawrence, Boston, and Providence. SquashBusters students practice at least three days a week throughout the school year and participate in weekend practices, tournaments, and summer opportunities. In Lawrence, programming takes place at Brooks School in North Andover and Phillips Academy in Andover; in Boston, programming takes place at the SquashBusters Youth Center located on Northeastern's campus; and in Providence, programming takes place on the campus of Moses Brown School.

Overview

The SquashBusters Lawrence Program Coordinator, Academics is responsible for supporting the academic and personal development of 50 high school students on the SquashBusters Lawrence team. By building strong relationships with students, families, and school partners, the Coordinator will provide holistic support to students and help them stay on track to achieve their post-secondary goals.

The Coordinator's daily responsibilities include leading after-school homework help sessions, academic enrichment programming, and college preparation sessions with small groups of students (about 14 students per session), with the support of volunteer tutors. The Coordinator will also lead and participate in various program events and activities – including community service and college visits – as described below. As a member of the program team, s/he will collaborate with other program staff to ensure a fully integrated approach to SquashBusters' academic, athletic, and character development programs. Through these programs, the Coordinator will challenge, nurture, and hold accountable SquashBusters youth so that they recognize and fulfill their potential.

Responsibilities

Relationship building

SquashBusters' approach to building relationships with youth (adapted from the Search Institute) involves:

- **Expressing care** – believing in and encouraging youth; being a dependable, warm source of encouragement
- **Challenging growth** – holding youth accountable; maintaining high expectations
- **Providing support** – empowering youth; providing guidance and advocacy
- **Sharing power** – respecting, including, and collaborating with youth
- **Expanding possibilities** – connecting youth to opportunities; inspiring and broadening horizons

Academic programming

- Lead daily homework help sessions to support the academic development of SquashBusters students
- Plan and implement engaging, relevant academic enrichment activities
- Support students in preparation for college planning
- Organize and participate in community service projects and college visits
- Help recruit, train, and manage volunteer academic tutors - ensure a 1:4 ratio of tutors to youth

- Build relationships with school staff at Lawrence High School, Greater Lawrence Technical School, and Notre Dame Cristo Rey High School to monitor students' progress and provide holistic support
- Assist with implementation of program evaluation as it relates to academic, community service, and character education programming

Program Team Responsibilities:

- Develop and implement team building activities
- Collaborate and communicate with SquashBusters staff, families, and community partners
- Coordinate and implement summer session programming and broker external summer camp and employment opportunities for students
- Ensure high school team has an active roster of students – assist in student recruitment when needed
- Drive students to and from their schools to practice as needed, and to and from matches, team trips, community service projects, summer camps, etc. (in SquashBusters vehicle; van training is provided)
- Work on some Saturdays throughout the year

Qualifications

- Enthusiasm for working with young people
- Experience developing trusting relationships with students and families
- Spanish language proficiency is a big plus
- Comfort tutoring and supporting students' academic development
- Strong group facilitation skills
- Reliable, responsible, disciplined, engaged, self-reflective, and open to receiving and giving feedback in order to strive to improve
- Ability to relate effectively to diverse groups of people from a variety of backgrounds
- Thrives in a collaborative and fast-paced environment
- Self-starter
- Strong communication skills
- Valid driver's license
- Bachelor's degree, or Associate's degree with relevant experience
- Love for the SquashBusters mission

Salary & benefits

- Salary and benefits are competitive

How to apply

To apply, please email your resume and cover letter to: Dora Lubin, SquashBusters Lawrence Executive Director, at d.lubin@squashbusters.org.