



Academic Coordinator

Compensation: \$20-\$25/hour Part Time
Full Time commensurate with experience
Education: Bachelors Degree

Location: Pittsburgh, PA
Type: Part Time/Full Time
Start Date: ASAP

About Steel City Squash

Steel City Squash is an out-of-school time program that aims to help each child realize his or her academic and personal potential through long-term, rigorous programming in academic tutoring, squash and fitness instruction, STEM enrichment, community service, and one-on-one mentoring. Our goal is to help every student graduate high school and college. Steel City Squash joins other member organizations of the Squash and Education Alliance, which collectively boasts over 2,000 middle and high school participants nationwide, a 97% high school graduation rate and college matriculation rate, and places students at some of the top colleges in the nation.

Our team is committed to building deep relationships with our students and giving each staff member meaningful responsibility in a cooperative working environment with support for everyone's ideas. We do our best to foster personal and professional growth, not just in our young people, but in each other as well. Steel City Squash is a nonprofit looking for motivated, enthusiastic individuals to fill integral positions within the organization to help facilitate meaningful growth.

Learn more about us at www.steelcitysquash.org

About the Position

Steel City Squash is seeking a driven, innovative **Academic Coordinator** with a passion for supporting young people and putting them on the path to achieving their higher education goals. This position will begin **ASAP** and will report to the Executive Director. The Academic Coordinator will primarily be responsible for the academic success of each student during his or her academic time at the program. While Steel City Squash is an athletic-based program, our primary goal is to facilitate the academic achievement of our participants. The Academic Coordinator must be committed to meeting students where they are academically and moving them forward, using curriculum development, student assessments, and innovative educational approaches.

Responsibilities

- Facilitate daily after-school homework and academic support sessions for 4th-9th graders of 10-15 students, managing volunteers and tutors, and assisting individual students

- Create and facilitate learning units to promote literacy and STEM development during academic year
- Facilitate academic assessment and track individual and program progress
- Work closely with staff to meet the needs of each student, including discussing individual student progress and assessments
- Collaborate on program-wide initiatives and projects, including traveling to overnight squash tournaments and cultural outings (additional compensation provided for overnight trips)

Required Qualifications:

- Bachelors Degree
- Significant experience implementing curriculum targeted toward middle and high school students; classroom experience preferred
- Experience working with adolescents
- Valid PA drivers license
- Excellent writing, research and computer skills
- Sensitivity to different cultures and communities

Preferred Qualifications:

- Advanced degree in education, STEM education, or related field
- Social media and marketing management
- Project management, interpersonal, organizational and networking skills
- Supervisory experience

How to Apply:

Please email cover letter and resume to Brad Young, Executive Director, at brad.young@steelcitysquash.org.

Steel City Squash is an equal opportunity employer with a commitment to diversity. We encourage all qualified applicants to apply. No knowledge of squash is necessary for academic positions.