



## SquashBusters Boston Program Director

### **About SquashBusters**

*Founded in 1995, SquashBusters is a sports-based youth development program located in Boston, Lawrence, MA, and Providence RI. We function as one organization with three sites. SquashBusters combines the sport of squash with academic enrichment/homework tutoring, community service, school counseling and placement, and summer opportunities to enrich and improve the lives of urban youth. SquashBusters has served more than 500 youth since its 1996 launch.*

*The SquashBusters program has three major goals for all of our young people: 1. be accepted into, and graduate from a meaningful post-secondary opportunity; 2. lead a healthy lifestyle; and 3. develop into individuals with strong character.*

*SquashBusters currently serves 280 middle and high school students in Boston, Lawrence and Providence, and supports program graduates who have continued on to a degree granting program. SquashBusters students practice at least three days a week throughout the school year and participate in weekend practices, tournaments, and summer opportunities.*

### **Overview:**

SquashBusters seeks a charismatic, organized Program Director (PD) for our Boston site, with a passion for leading staff, supporting young people and driving an organization that puts them on the path to achieving their goals. The Program Director will report to the Chief Program Officer (CPO). Ideally, this candidate can begin work in April of 2019.

This individual sets the tone for hard work and commitment with a consistent presence in programs and willingness to work whatever hours are required. In short, the Program Director will be responsible for ensuring that SquashBusters Boston continues to thrive and serve its students and staff well. It is a unique opportunity for a talented and focused individual to lead an organization, become a community leader, and make a difference in the lives of youth.

### **Programmatic Responsibilities:**

- Oversee the development and implementation of all programming (academics; squash & fitness; post-secondary access & success, and alumni support; social work) to ensure consistency, high-quality and mission alignment
  - Develop a deep understanding of the components of each aspect of program, the skills necessary to perform each job well, and the appropriate standard of performance for each role
  - Seek support and professional development in the areas in which the PD is not already an expert to ensure an ability to evaluate staff performance
- In collaboration with the CPO and Providence and Lawrence PD's, drive programmatic vision and ongoing program development including
  - Maintaining student standards and performance benchmarks
  - Developing additional strategic documents to guide programming and overall vision
  - Creating/adapting programs to meet identified needs
- Ensure full participant enrollment and high attendance to achieve full space utilization and maximum impact; lead recruitment efforts accordingly
- Maintain relationships with partner schools to ensure consistent flow of participants and integration into school community
  - Evaluate partnerships with an eye on fit
  - Meet with partner principals
  - Seek new partnerships when necessary
- Coordinate all program logistics
  - Daily scheduling
  - Program calendar (with CPO and Lawrence and Providence PD's)
  - Summer Program structure and details
  - Hiring needs (with CPO)

### Organizational Responsibilities

- Manage and directly supervise a team of nine program staff members
- Conduct program staff evaluations
- In collaboration with CPO, support with talent management:
  - Recruitment and hiring of Boston program staff
  - Full-time staff evaluation timelines
  - Staff retention and appreciation initiatives
  - Staff performance plan implementation and termination procedures where appropriate
- Oversee program budget in conjunction with CPO and Chief Operating Officer (COO)
- In collaboration with CPO and Director of HR/Finance, maintain and update procedure manual to reflect organizational and programmatic policies and approaches
- Build positive staff culture and work environment

The Program Director will be in control of her or his daily schedule, but will be expected to oversee and be present at weekday and weekend practices and all special events.

### **Requirements:**

- Graduate degree or Bachelor's degree with 5+ years of relevant experience.
- 5+ years of experience in a youth focused not-for-profit with 3+ years management experience, including managing teams of 5+ with proven success in staff development and strong coaching skills.
- 5+ years direct service experiences with middle and high school age students.
- Experience managing day-to-day operations, developing and implementing programs, developing and implementing partner collaborations and working with a range of community groups.
- Proven track record staying on top of multiple projects, planning backwards and anticipating obstacles, identifying and involving stakeholders appropriately, using resources wisely, being flexible and adaptable under pressure.
- Sensitivity to different cultures and communities. Works well with diverse or marginalized populations; can bring in allies across diverse communities

### **Qualifications & Experience**

- A strong collaborator who enjoys learning and developing best practices in partnership with a team.
- Able to use data to identify programmatic trends and develop responsive practices for improving programs.
- Able to strategize and think "big picture".
- Clear and compelling in both verbal and written communications, enjoys motivating a team around a common goal.
- Strong executive presence and an ability to facilitate and lead meetings and trainings.
- Ability to establish and strengthen relationships with participants and partners.
- Capable of hiring, managing, and leading a team of full-time staff, part-time staff and enthusiastic volunteers; proven track record in initiating and successfully leading groups or projects
- Ability to work effectively at all levels of the organization when needed, including as a squash coach, tutor, chaperone or more as needed; exhibits the gravitas, charisma and knowledge to be credible in all situations.
- Proven ability to make good, proactive decisions in potentially emotionally charged situations and/or in the absence of complete clarity; comfortable taking risks
- Passion for young people and enjoyment of spending time with them, coaching or tutoring them, and pushing them to set and achieve goals in all aspects of their lives
- Spanish proficiency is a plus.

**Commitment:** SquashBusters values long-term, deep, impactful work with students. It takes years to cultivate strong, positive relationships and staff retention is a critical component of organizational success. This is not a transitional role or a stepping stone, and there are many ways to grow within the organization. Candidates should be prepared to commit to SquashBusters for the long haul.

**Compensation & Vacation:** Salary commensurate with experience and qualifications. Full benefits including employer-supported health coverage, 40 hours of sick time, generous paid company holidays, 3 personal days, and 20 days of vacation, four of which must be taken over Boston Public School's April break.

**Application Process:** Interested candidates should send a resume and cover letter to Myra Sack at [m.sack@squashbusters.org](mailto:m.sack@squashbusters.org) and put Boston Program Director Position in the subject line. We will be accepting resumes and cover letters for interested applicants until **March 18<sup>th</sup>**. Phone interviews and in person interviews will be conducted on a rolling basis.



