



## 8th and 9th Grade Academic Coordinator

**Salary:** 40-45k annually; full benefits

**Education:** Bachelor's degree

**Location:** New York, NY

**Language:** English, Spanish a plus

**Type:** Full Time, minimum two-year commitment required

**Start Date:** June 24, 2019

### About StreetSquash

StreetSquash is a youth development organization running programming in Harlem, New York and Newark, New Jersey. We function as one organization with two sites. StreetSquash aims to help each child realize her or his academic, athletic, and personal potential through long-term, rigorous programming in academic support, squash instruction, college prep, community service, and leadership development. StreetSquash serves 180 Harlem and 70 Newark public school students in grades 6-12, and another 120 students in college and beyond. 100% of StreetSquash participants graduate from high school and 94% matriculate to a post-secondary program. Once in college, StreetSquash students graduate at almost three times the national rate of students in the same demographic. Through high expectations and strong support, we help our students to achieve greatness.

Our team of fun, diverse professionals is committed to building deep relationships with our students and to 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. StreetSquash is a healthy, growing nonprofit, looking for motivated, enthusiastic individuals to fill integral positions within the organization.

Learn more about us at [www.streetsquash.org](http://www.streetsquash.org)

### About the Position

StreetSquash is seeking a driven, innovative **Academic Coordinator** with a passion for supporting young people in 6th through 12th grade, specifically working with **8th and 9th graders**, and putting them on the path to achieving their higher athletic and educational goals.

Ideal candidates will have a deep commitment to youth development in a college access setting, value academic excellence and have comfort supporting a young person's academic success, significant experience working with youth of color attending public schools in urban areas, and experience managing groups at varying academic levels.

### Responsibilities

This position will report to the Senior Academic Director and will:

- Facilitate daily after-school homework and academic support sessions for two grades, including managing volunteers and academic support staff, and assisting individual students
- Support students in their athletic, academic, and personal growth through programming and relationship-building
- Meet weekly with teachers and guidance counselors to assess students' progress and communicate regularly with parents, guidance counselors, and others in each student's support system

- Meet regularly with school administrators at assigned partner school to keep StreetSquash informed of updates and changes.
- Work closely with squash staff to meet the needs of assigned teams, including caregiver communication, planning team trips and cultural outings, facilitating team-building and developmental workshops, etc.
- Help guide students in 8th grade through the high school application process including hosting family meetings
- Facilitate and implement enrichment and skill-building curricula through a High School Prep Program
- Work closely with the academic team to coordinate programming for the entire department.
- Collaborate on program-wide initiatives and projects including curriculum development and facilitation for summer programming
- Manage an additional program component, for example, regents preparation program, volunteering, and Saturday tutoring program, student leadership committee, or peer mentoring
- Participate in 6 overnight trips during the course of the program year (2 two-night squash trips, 2 one-night team trips, 1 overnight high school camping trip, 1 overnight staff retreat)

### **Requirements**

- Bachelor's Degree and 1-2 years of experience in youth development with students of color attending public schools in urban areas
- 1-2 years experience managing groups of students (6th-12th grade preferred) in an academic setting
- Valid driver's license and comfort/capacity to occasionally drive 15 passenger vans
- Sensitivity to different cultures, races, and ethnicities. Works well with diverse or marginalized populations
- Proven track record staying on top of multiple projects, planning backward and anticipating obstacles, identifying and involving stakeholders appropriately, using resources wisely, being flexible and adaptable under pressure.

### **Qualifications and Experience**

We are seeking candidates with a deep commitment to academics in the context of youth development who are results-oriented and have strong collaboration skills. You should have:

- Experience with tutoring, homework help, and academic advising
- Excellent middle and high school behavior management
- Project management, interpersonal, organizational and networking skills critical, including excellent writing, research, and computer skills
- Curriculum development, facilitation experience, knowledge of NY State education systems, and supervisory/management experience a plus.
- Must be able to work some weekends and evenings
- A sense of humor and understanding of adolescent development
- Conversational spoken Spanish or French a plus

**Hours:** Monday-Friday schedule; 10:30-6:30 daily

### **How to Apply:**

Please email **cover letter** and **resume** to [hiring@streetsquash.org](mailto: hiring@streetsquash.org) with **Academic Coordinator - Harlem** in the subject line.

StreetSquash 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.