



Director of Squash

The Squash and Education Alliance seeks a Director of Squash to organize regional and national squash competitions, manage elite squash development and training camps, and provide connectivity between the squash directors of our member programs. Specific responsibilities include the following.

Squash Tournaments

- Manage year-round calendar of tournaments
- Lead at least five full weekend tournaments (2-3 days each)
- Support and increase the number of regional tournaments that member programs run annually (1-2 days each), and the Howe Cup
- For SEA-led tournaments, manage all aspects including, but not limited to, facility contracts, insurance, program communications, student paperwork, housing, seedings and draws, meals, and staff hiring and training (tournament assistants, athletic trainers, etc.)

Player Development

- Organize events for the SEA High Performance Team
 - Organize and assist in coaching a minimum of five HPT squads for 15-30 elite players (program communication, facility contracts, student paperwork and transportation, staffing, squash content, etc.)
 - Bring HPT students to a minimum of four junior squash tournaments annually
 - Support programs in providing coaching for HPT students with local pros
 - Communicate with member program coaches about plans for the student's development (tournament opportunities, areas for improvement, etc.)
- Organize SEA's Summer Squads
 - Organize and coach at least four summer squads for 20-40 students each summer
 - Hire and train squad staff
 - Communicate with member programs to ensure strong student nominations, collect required paperwork, and organize student transportation plans.
 - Work with facility on contracts, insurance, schedules, meals, housing, etc.
- Support the improvement of squash programming in member programs by sharing resources with coaches and organizing trainings in coordination with SEA's Deputy Director.

Operations & Communications

- Serve as the liaison between SEA member programs and US Squash
- Manage college student interns in leading tournaments and events
- Maintain up-to-date squash-relevant sections of the website and SEA Salesforce database
- Contribute to SEA's electronic communications (social media, newsletters, etc.)

Qualifications and Experience

- Bachelor's degree from a four-year university
- Experience as a squash player or coach
- Must have a valid US driver's license
- Experience as a volunteer, alumni, or staff member of an SEA member program a plus
- Sets high standards for self and colleagues; highly self-motivated and thrives under pressure
- Excellent attention to detail and project management skills
- Self-starter; proven track record in initiating and successfully leading groups or projects



- Exceptional interpersonal skills to build strong relationships with various stakeholders
- Strong writing and communication skills

Hours and Travel: This position has the opportunity to travel frequently. The exact schedule will vary week-by-week. In general, the position will be expected to be in the office Tuesday through Friday. During the school year, we expect the position to include an average of two working weekends each month. During the summer months (mid-June to late-August), more travel is required, both during weekdays and the weekends. Anticipated travel includes:

- **Summer Squads:** Deerfield, Stanford, and UVA squads in June/July/August (4-6 days each)
- **High Performance Team:** Five 4-day squads a year, likely on holiday weekends. Four tournaments a year.
- **SEA-led Tournaments:** Urban Team Nationals in late winter or early spring, Urban Individual Nationals in June, Midwest Championships in July/August, All-Girls' Tournament in winter/spring, Alumni Nationals in August
- **Regional and US Squash Tournaments:** Five 1-2 day regional tournaments and the Howe Cup
- **Staff Trainings:** Two 2-day full retreats and several one-day gatherings of local coaches
- **SEA Team Retreats:** One 2-day retreat in fall, three 1 quarterly meetings

Compensation & Benefits: \$55,000 or higher, depending on experience level. Includes 4 weeks of vacation annually, health insurance benefits, and, after one year of full-time service, a 401K matching plan. Vacation time must be taken outside of programming responsibilities.

Start date: July 1, 2019

The Squash and Education Alliance is the umbrella organization and governing body of a network of youth development programs that combine squash, academics, mentoring, travel, and college support. Located in 25 cities in the United States and beyond, our programs support more than 2,500 children from low-income neighborhoods to reach their full academic, athletic, and personal potential. SEA leads the squash and education movement by launching new programs, promoting and enabling the highest quality programming among member organizations, and creating transformative educational and athletic experiences for students and alumni of our programs.

Interested? Candidates should send a resume and cover letter to becky.silva@squashandeducation.org.