



SquashBusters Lawrence

Middle School Squash Coordinator - Job Description

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.

The SquashBusters' Lawrence Middle School Squash Coordinator will be one of the primary staff members responsible for recruiting, overseeing, and energizing the squash and fitness programming at SquashBusters. The Coordinator will run practices for the middle school team. In addition to this responsibility, s/he will participate in and lead various program activities 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, sport, and character development programs. Through these programs, the staff will challenge, nurture, and hold accountable SquashBusters youth so that they recognize and fulfill their potential.

Responsibilities of Middle School Squash Coordinator:

Squash Coaching & Programming:

- Plan, supervise, and direct intensive weekday afternoon and Saturday squash practices throughout the school year for middle school teams
- Recruit, train, and manage volunteer coaches in teaching of squash and how SquashBusters works with youth – ensure a 4:1 ratio of youth to coaches
- In coordination with full squash staff, develop, implement, and update the squash program and best practices
- Develop, implement, and update fitness programming – ensuring it is integrated into squash program
- Schedule and organize tournament play, private school matches, and league competitions
- Coordinate summer squash opportunities for students
- Assist with implementation of program evaluation as it relates to squash & fitness
- Manage athletic equipment inventory, storage, maintenance, and replacement
- Collect and update paperwork for students such as parent contracts, physicals, and program fees – update all of these details through central Salesforce database
- Schedule and organize team trips

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

Program Team Responsibilities:

- Collaborate and communicate with SquashBusters staff, families, and community partners
- Recruit, coordinate, and implement summer camp programs
- Participate in community service projects and field trips as 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.

Other Expectations:

- We expect all staff at SquashBusters to be communicative with all stakeholders, disciplined and engaged in their work, and open to receiving and giving feedback in order to constantly strive to do excellent work
- Must have a valid driver's license and willingness/ability to drive students in 15-passenger vans

Qualifications & Experience:

- Experience and knowledge of the sport of squash
- Experience and interest in working with youth
- Spanish speaking a big plus
- A strong collaborator who enjoys learning and developing best practices in partnership with a team.
- Clear and compelling in both verbal and written communications, enjoys motivating a team around a common goal.
- Ability to establish and strengthen relationships with participants and partners.
- 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
- Ability to relate effectively to diverse groups of people from a variety of backgrounds
- Thrives in a collaborative and fast-paced environment
- Self-starter
- Valid driver's license
- Bachelor's degree, or Associate's degree with relevant experience
- Love for the SquashBusters mission

Compensation & Vacation: Salary commensurate with experience and qualifications. Full benefits including employer-supported health coverage, opportunity to participate in employer supported retirement plan, generous paid company holidays, 3 personal days, and 20 days of vacation, four of which must be taken over Lawrence Public School's April break.

Application Process: Position starts August/September. Interested candidates should send a resume and cover letter to Chris Lynch at cb.lynych@squashbusters.org