



Washington Education & Squash Academy - Program Coordinator

Position: Program Coordinator, Washington Education & Squash Academy

Education: Bachelor degree or equivalent experience

Location: Seattle, WA

Type: Full time, 2 year commitment desired

Start date: August 2019

Compensation Range: \$40,000 annually + up to a 15% bonus

Background

Washington Education & Squash Academy (WESA) seeks a dynamic Program Coordinator who combines administrative and interpersonal skills to provide leadership, oversight and structure to the programmatic aspect of the organization. Our ideal candidate is visionary, detail oriented, and possesses operational execution, interpersonal, management, and organizational leadership skills, in addition to being able to multitask effectively. The candidate must have experience working with children in elementary, middle, and high school and be able to effectively manage up to 30 children.

Program Description

Washington Education & Squash Academy is a 501(c)3 nonprofit public charity. Its mission is to help kids from underprivileged backgrounds go to college and realize their full potential in life through academic tutoring, squash instruction and community service. Founded in January 2013, WESA has grown quickly into a program with 25 students which provides 4 days of rigorous after school programming spanning 4 schools in North Seattle. The program includes an engaged Board of Directors and Young Professionals Board, dedicated volunteers, and a growing network of donors and supporters.

WESA is modeled on the Squash + Education Alliance ([SEA](#)) criteria. SEA has 20+ member programs around the country and worldwide and more on the way. It enrolls 2,000 students and sends over 10% of graduates to U.S. News & World Report top 25 colleges. WESA is close to fulfilling the SEA criteria and achieving full SEA membership will be one of its goals.

WESA has a healthy and rewarding partnership with Seattle Athletic Clubs in Northgate and downtown Seattle that provide its facility for squash practice and academic tutoring for all WESA kids, staff and volunteers. WESA is currently in a pilot year of partnership with Harbor Square Athletic Club in Edmonds, WA.

Mission: To offer a group of underprivileged students year-round individualized academic tutoring, intensive squash instruction and service learning opportunities so that they can better recognize and fulfill their potential in life as students, athletes and citizens.

Vision: Impact the lifelong health and wellness of students through commitment, diligence, resilience, integrity and teamwork.

Goals: 100% high school graduation of our students and documented pathways or acceptance to a 4-year college.

**How:**

- By combining 3 pillars: year-round individualized academic tutoring, intensive squash instruction and community service
- By providing a consistent, long-term, reliable, fun and constructive after-school environment
- By creating a culture of achievement with academic tutoring, intensive squash coaching and positive goal-setting while requiring students to be motivated to do their best and to stay committed
- By working with a group of underserved students beginning in third grade and continuing with them through high school
- By requiring participants to attend squash and academic tutoring sessions a minimum of two days each week for the full academic year
- Engaging students in meaningful academic, athletic, and extracurricular opportunities throughout the summer

Program Coordinator Job Description

The Program Coordinator combines administrative and interpersonal skills to provide leadership, oversight and direction to the programmatic pieces of the organization. Our ideal candidate has prior experience working with kids from a variety of backgrounds and is a self-starter. Our Program Coordinator will both be able to effectively manage programmatic details of operation, but will also have an attitude, energy and passion that inspires our scholar athletes through commitment and a hands-on approach. Teaching experience highly preferred. The candidate must have experience playing squash. The Program Coordinator reports to the Executive Director.

WESA is a startup organization; the first of its kind in the Northwest! The Program Coordinator is intimately involved in the growth of the organization. We have support of SEA (Squash + Education Alliance), but this is an opportunity for a self-starter to really shine.

Primary Roles and Responsibilities for WESA:

- Oversee day-to-day operations of both the academic and the squash portions of the WESA program after-school four days a week and on Saturdays.
- Organize implementation of the program pillars, including educational curriculum including homework assistance, academic enrichment and standardized test preparation, squash recruiting and instruction, organizing community service and cultural outings.
- Design curricula and teach up to 5 academic enrichment and squash sessions with the help of volunteers each week.
- Maintain and build strategic partnerships with students, student families, facilities, schools, donors, media and business community, volunteers, community service sites, etc.
- Collect all student data, including attendance, school grades, academic assessments, etc.
- Research opportunities for and organize community service and cultural enrichment outings for students
- Organize for WESA students to participate in local tournaments, SEA events, and organize activities during school breaks
- Assist in recruiting and supervising volunteers
- Communicate program details to ED to be included in/on website, newsletter and other communication vehicles used for stewardship, promotion and fundraising
- Represent the organization in media outreach
- When requested, attend and provide necessary reports to Board of Directors meetings.

Washington Education & Squash Academy is a Non-Profit 501(c)3 Public Charity | (206) 784 1332 | www.wesacademy.org |
% Seattle Athletic Club 2020 Western Ave, Seattle, WA 98121

Washington Education & Squash Academy (WESA) is a 501(C)3 Tax Exempt non-profit public charity and an equal opportunity employer.



Professional and Personal Qualifications:

- Bachelor's Degree or equivalent experience required
- Experience teaching and/or working with children, especially at-risk youth, for at least one year after college
- Excellent written and oral communication skills
- Knowledge of Spanish highly preferred
- Must be energetic, upbeat, and enthusiastic about WESA mission
- A passion for, belief in and devotion to urban youth development
- Ability to get work done without much oversight
- Experience playing squash
- Exemplary organizational and time management abilities
- Ability to grow with the organization
- Drive, enthusiasm, energy, flexibility, endurance, humanity
- Experience in or potential to develop program management expertise
- Candidates must have a valid driver's license and be comfortable driving a 15-passenger van.

Hours & Schedule

During the school year (Sept – mid-June): Tuesdays - Friday: 2:00-7:30 PM ; Saturdays 9:00 AM- 2:00 PM. Some tournament weekends will require a greater number of hours being worked and these will be shifted from elsewhere.

During the summer break, there are four weeks of programming during which Mondays-Wednesdays, the work day runs from 9:00 AM-3:00 PM.

Outside of these required hours, hours are flexible and can generally be worked remotely.

Weekly Duties:

- Picking up students from school and coaching squash practices
- Creating written weekly practice plans
- Tracking attendance
- Volunteer Recruitment
- Helping with academic tutoring, when needed
- Write monthly student reports for ED
- Each quarter, compiling complete list of student grades to send to ED
- Planning and prepping for tutoring sessions, book club, when needed ; monitoring student work through behavior management system ; monitoring and responding to students' squash folders
- Purchasing food and making snacks for practices

WESA is an Equal Opportunity Employer and a small but mighty meritocracy. We do not tolerate workplace discrimination or harassment of any kind. All employment decisions are made based on ability and qualifications of applicants for the particular position and are made without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, gender identity, political affiliation, sexual orientation, marital status, disability, age, military service, or other applicable legally protected characteristics. WESA encourages all interested applicants to apply to join the team at WESA.