



Santa Barbara School Of Squash (SBSOS) is year-round sports and education program that serves 30 committed Santa Barbara youth (5th-12th grade) who qualify for the National School Lunch program and supports 9 students at college. SBSOS pillars include squash, academic tutoring, community service, enrichment opportunities, and mentoring. Students and their parents must commit (by signing a contract each year) to a minimum number of hours in the program that means attending four days per week. We operate after school, on weekends, and during holidays. By using squash as a motivator, we guide students to realize their academic, athletic and personal potential. Our goal is for each student to graduate from high school prepared for their next step: college or to launch a career. We stay in contact with graduates as they work toward their post-high school goals and offer guidance and support through age 25. We are closely involved with each student on many levels and describe the program as “an inch wide but a mile deep”. SBSOS has been in existence for over 12 years and is a proud member of our national parent organization - the Squash & Education Alliance (SEA).

SBSOS Mission Statement

To help students succeed in life through squash and education.

SBSOS Academic Director

SBSOS is already a successful and mature program, but is always looking to grow and improve and has lofty goals for the future including owning our own facility. To date we have a 100% college acceptance with most students being the first in their families to even graduate high school, and our private school and college students have received over \$2.2 million in financial aid and grants.

Our current Academic Director has been with us for over two years but is leaving to take a full-time in-classroom teaching position. Past and current staff and students all speak of how they become part of the SBSOS “family”, and every staff member has found their work to be extremely rewarding.

As well as being able to complete all the duties in this position’s job description (which will be made available to candidates of interest) the ideal candidate will have many if not all of the following attributes:

- have good organizational skills
- have good communication skills, both verbal and written
- have good basic computer skills using email, Word, Excel etc.
- have a 4 year Bachelor’s Degree from a recognized university
- have at least two years academic teaching experience
- have at least two years experience working with children
- be fluent in both English and Spanish (most students’ parents are not bilingual)
- no squash experience is necessary

Key Academic Director Duties:

- Oversee every academic session (currently 5.5 hours a week Monday through Friday during the school year from 3:30/4:30-4:30/5:30pm depending on the day, and 6 hours a week during summer, currently Tuesday/Wednesday/Thursday 1:30-3:30pm)
- Assist Program Director with matching volunteer tutors with appropriate students based on content area and specialized needs
- Assist Program Director with volunteer tutor recruitment and training, and provide a monthly report on each tutor's interactions with students
- Work with the Program Director's assistance on goal setting for students, program planning for both school-year and breaks/holidays, and individual plans for students who have no homework
- Keep written track of students' school grades, checking them on a weekly basis, and work with Program Director to implement individual intervention plans for students with poor grades
- Provide progress reports after each student intervention and a follow up plan for them
- Provide all students with one-on-one academic counseling and support
- Provide the Program Director with an overview report on the month and quarterly progress reports for each student
- Communicate with the Santa Barbara Unified School District, Teachers, and Educators regarding SBSOS students, and advocate for students' success

Communication:

- Maintain relationships with students, parents, volunteers, and staff in person and via email/phone
- Meet weekly with Executive Director, Program Director, and Squash Coach
- Listen in on quarterly SEA conference calls with other programs' academic staff, and communicate with them for ideas and advice

Hours, Pay, and Bonus:

- This position is a part-time employee position paying an hourly wage in line with other SEA program Academic Directors, currently in the \$20-25/hr. Range
- It is expected that the Academic Director will work 60 hours per month during the school year (September through May) and 40 hours per month during summer (June through August)
- The Academic Director will let the Executive Director know in advance if additional hours are needed to be worked in any week
- The Academic Director must be at every academic session but the hours of office time are flexible in both location and time of day
- Four week days before each payday the Academic Director will provide the Executive Director with a log of hours worked including brief details of tasks accomplished in non-session hours
- The Academic Director may also be eligible for a fiscal year-end (August 31st) bonus depending on the organization's income exceeding expenses (and by how much) and the Academic Director's job performance

To apply please send a cover letter and your resume by email to robert@sbsos.org.