



SquashDrive Elementary/Middle School Coordinator

Organization and Position Description:

Founded in 2010, SquashDrive is a non-profit out-of-school program that provides academic tutoring, squash instruction and character development opportunities to underserved Oakland youth. SquashDrive currently works with eighty-four 4th through 12th grade students and just graduated our first high school class that have all been accepted and will attend a 4-year university in the fall. SquashDrive operates on the University of California Berkeley campus, where academic tutoring and squash sessions run six days per week.

The Elementary/Middle School Coordinator has 4 primary responsibilities: Leading classroom tutoring and academic enrichment sessions, supporting the Squash Director to deliver daily squash and fitness programming, communicating with students and families, and tracking and reporting on program results.

The position reports to the Academic and College Access Director, and will be expected to mobilize and motivate students as well as a large group of volunteers.

Responsibilities include:

- Create and maintain a structured, disciplined and fun learning environment for students.
- Plan and run daily academic sessions, Monday through Saturday. The person in this position is required to run a classroom in addition to assigning volunteer tutors to individual or groups of students.
- Each program staff member is expected to work an average of 2 half-day Saturdays per month.
- Maintain an effective communication process with teachers at partner schools to obtain grades and monitor individual student academic progress and create interventions for their academic challenges.
- Track and report on student attendance, grades, and academic progress.
- Work with College Placement staff to ensure students are on track academically and prepared for the rigorous college-going process.
- Communicate with high school students and families about attendance, monthly schedules, and special events.
- Lead daily fitness warm ups and support the Squash Coordinator during High School squash practices.
- Work with other Academic staff to organize cultural, community service, and life skills, health and wellness events for students.
- Ensure summer placement opportunities (academic) for all students. This includes travel academic opportunities and local camps.
- Help students and families navigate the application process for summer school opportunities.



- Drive students to and from tournaments and special events as needed. SquashDrive uses 15 passenger vans to transport students. This requires that the candidate hold a valid California driver's license and obtain a California commercial driver's license (Class C with Passenger designation).
- Expand and strengthen external partnerships with individuals and community groups.
- Collaborate with all staff members to ensure a fully integrated approach to the academic, athletic and character development of each student.

As a non-profit approaching its 10th anniversary, your flexibility in taking on a variety of projects is expected. Your eager participation in the following areas may include but will not be limited to:

- Assist grant writing team in gathering and preparing information and proposals as relates to the academic program.
- Assist with the successful implementation of fundraising events.

Salary: Commensurate with experience

Start date: August 2019

Qualifications and Qualities:

- Candidates must have a Bachelor's degree.
- Candidates should possess a majority of the following qualifications: Experience with after-school & youth programming; strong lesson and activity planning, and superb communication skills; tutoring experience; Spanish language skills; squash coaching experience.
- Candidates should possess the following qualities: A passion for youth development; impeccable attention to detail & work ethic; self-motivation & the ability to manage multiple projects simultaneously.

Hours: General hours are Monday through Friday 10am-6pm. The position also requires ½ days on Saturdays an average of 2 weekends per month during the school year. Summer hours are 9am-5pm with weekends off. Candidates should expect an intense workload and hours that often extend beyond the scheduled work day.

Time Off: SquashDrive closes for 15 paid vacation days each year around school holidays and Spring Break. 5 additional paid vacation days can be taken during the summer when the program is not in session

Benefits: Health coverage (does not include dental or vision) after 90 days.

How to Apply: Interested applicants should email a resume and cover letter to sarah@squashdrive.org.