



Academic Director

About SquashDrive

Founded in 2010, SquashDrive is a non-profit afterschool 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, who have all been accepted to 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.

Our team of professionals is committed to building deep relationships with our students and to giving each staff member meaningful responsibility in a cooperative working environment with support for everyone's ideas. SquashDrive is a healthy, growing nonprofit, looking for motivated, enthusiastic individuals to fill integral positions within the organization.

Learn more about us at www.squashdrive.org

About the Position

SquashDrive is seeking a driven, innovative **Academic Director** with a passion for supporting young people and putting them on the path to achieving their goals. This position will begin **August 19** and will report to the Program Director.

Key responsibilities: Curriculum development, planning and executing special events, student support, program management, program monitoring and evaluation

Responsibilities

- Curriculum Development:
 - Lead creation and implementation of age-appropriate enrichment curriculum
 - Create a schedule for enrichment curriculum delivery for elementary/middle school students. Enrichment workshops to take place at least biweekly for each group of students.
- Individualized Student Support:
 - Support students in their academic and personal growth through programming and relationship-building.
 - Meet individually with students and families to assess strengths and challenges, and to create individual goals and action plans.
 - Build and maintain consistent communication regularly with partner teachers and schools in order to track students' academic progress and monitor student achievements and challenges.
 - Review students' academic transcripts and identify areas of improvement.
- Evaluation:
 - Support development of metrics for the overall efficacy of the program.
 - Track academic progress of elementary and middle school students.
 - Evaluate program success using qualitative and quantitative data to ensure families' needs are met.
- Volunteer Management:
 - Recruit and vet new volunteer tutors.
 - Facilitate volunteer tutor application and background check process.
 - Develop and implement volunteer tutor training.
 - Match volunteer tutors with students based on their strengths and interests.
 - Manage tutor schedules and supervise tutors in the classroom.
- General Program Planning and Management:
 - Facilitate daily after-school homework and academic support sessions for students grades 4-8, manage volunteers and tutors, and assist individual students.
 - Work closely with the Program Director to meet the needs of the team, including performing home visits, organizing community service activities, planning and facilitating team-building workshops, etc.

- Build and maintain external partnerships with individuals and community organizations.
- Plan special academic events, such as minimum days and STEM camp
- Support the Program Director in the coaching and monitoring of the Elementary/Middle and High School Coordinators
- Work with all staff members to place all students in meaningful external summer opportunities.

Qualifications:

- Experience writing and implementing curriculum targeted toward elementary and middle school students.
- Sense of humor and significant experience working with young people.
- Project management, interpersonal, organizational and networking skills.
- Supervisory experience a plus.
- Experience managing volunteers a plus.
- Sensitivity to different cultures and communities.
- Must be able to work some weekends.
- Valid driver's license, comfort and capacity to drive 15 passenger van daily.
- Conversational spoken Spanish a plus.

Salary: Commensurate with experience; health benefits after 90 days of employment

Education: Bachelor's Degree

Location: Berkeley, CA

Please email cover letter and resume to info@squashdrive.org

SquashDrive is an equal opportunity employer with a commitment to diversity. We encourage all qualified applicants to apply. **No knowledge of squash is necessary for academic positions.**