



SquashBusters Providence: Academic Team Member job description

Overview:

The Academic Team Member is responsible for planning and running homework help sessions, team building activities and academic enrichment sessions for SquashBusters (SQB) students. Additionally, the Academic Team Member plans and runs special programming including community service outings and field trips. As a member of the program team, they will collaborate with the Program Director and all program staff to ensure an integrated approach to SQB academic, sport and character development programs. Through these programs, the program staff will challenge, nurture, and hold accountable SQB youth so that they recognize and fulfill their potential.

Responsibilities:

Program Delivery: Day-to-Day

- Plan, supervise and direct daily homework help sessions to support students' school work.
- Prepare supplemental activities for students who have completed their homework.
- Plan, supervise and direct impactful and innovative Academic Enrichment activities.
- Plan, supervise and direct team building and leadership activities.
- Create/maintain documentation of team building, leadership and enrichment activities.
- Ensure a productive and positive environment at SQB by managing student behavior and consistently instilling SQB values.
- Provide students with individual feedback on their progress.
- In conjunction with the Program Director, develop and implement academic success plans/student contracts as needed.
- Manage academic volunteers during homework and academic enrichment sessions.
- Meet with both academic and squash colleagues to develop an integrated approach to work with students.
- Meet with colleagues to coordinate and complete shared responsibilities.

Outreach/Engagement

- Monitor students' progress in school by communicating regularly with school staff to determine the best ways that SQB can support a student's success.
- Communicate with parents/guardians to ensure that necessary forms and paperwork are complete.
- Communicate with parents/guardians so that they are aware of their child's progress, feel like part of the SQB community and can support their child's growth and development at home.
- Organize and lead parent/guardian meetings as needed.
- Recruit or assist in recruiting students for SQB program as needed.
- Support recruitment and training of academic volunteers as needed.

Special Event Management

- Recruit, coordinate, and implement summer program.
- Help students connect to appropriate opportunities such as external summer camps, SAT prep, and employment opportunities.
- Identify, organize and participate in community service projects and field trips, including on some Saturdays during the year. Chaperone/drive students for squash events as needed.
- With colleagues, organize and participate in overnight trip for appropriate grade levels.
- Oversee or assist in high school choice process as needed.
- Identify and organize workshops or guest speakers on relevant topics throughout the year.

- Organize and/or assist in organizing special events like honor roll dinners.
- Plan, supervise and direct Ambassador Program for selected student leaders if applicable.

Administrative Responsibilities

- Collect and update paperwork for students such as parent/guardian contracts, physicals, report cards and program fees and update these details as well as daily attendance and summer opportunities in the Salesforce database.
- Assist with implementation of program evaluation (T-Reports) as it relates to academic, community service and character education programming.
- Drive students as needed to and from practices, tournaments, matches, summer camps, and community service projects.
- Maintain classroom to create inviting, productive space for students and prepare classroom for day's activities.
- Manage classroom supplies and daily snacks.
- Organize and clean up classrooms at end of day.
- Plan general weekly/monthly schedule with colleagues and keep appropriate calendars updated.
- Support SQB's social media strategy via posting on appropriate site accounts following program events and trips.
- Maintain and organize relevant documents in Google Drive and/or Q-drive.

Relationships: At the heart of SQB mission is the power of transformative relationships (adapted from the Search Institute). Thus, Academic Team Members should:

- Express care by believing in and encouraging youth and being a dependable, warm source of encouragement.
- Challenge growth by holding youth accountable and maintaining high expectations.
- Provide support by empowering youth and providing guidance and advocacy.
- Share power by respecting, including and collaborating with youth.
- Expand possibilities by connecting youth to opportunities and inspiring and broadening horizons.

Responsibilities/Expectations of all SquashBusters' staff:

- Develop and maintain **positive, respectful relationships** with all members of the SQB community.
- **Communicate** effectively, orally and in writing, with all SQB stakeholders as needed. Respond to requests and emails in a timely manner.
- **Collaborate** with others by working in a positive, constructive manner to further SQB mission and solve problems. Value the contributions of all members of the community.
- Represent and **advocate for SQB** in the community at large and take initiative to further SQB mission.
- Demonstrate a **growth mindset** by being consistently engaged and self-reflective, welcoming feedback to continually improve.