



Academic Team Member: High School Age

SquashBusters Boston

Boston, Massachusetts

Overview

SquashBusters is a 23-year-old sports-based youth development program that uses a combination of squash and fitness, academic support and enrichment, community service, and mentoring to improve the lives of youth in Boston, Lawrence, and Providence. SquashBusters' mission is to challenge and nurture urban youth - as students, athletes, and citizens - so that they can recognize and fulfill their greatest potential in life.

SquashBusters currently serves 400 middle school, high school and college students. Students practice at least three days a week throughout the school year and participate in weekend practices, tournaments, and summer opportunities. In Boston, programming takes place at the SquashBusters Youth Center located on Northeastern's campus.

The SquashBusters Boston program is led by a dedicated team of professionals that partners the benefits of supportive engagement on the court and in the classroom for students across the City of Boston. Its students build skills, gain confidence, and access opportunities for success in school, college, and beyond. SquashBusters aims to ensure that its graduates (1) enroll in and successfully complete college or other post-secondary opportunities; (2) understand and embrace life-long habits of health and wellness; and (3) develop a deep sense of character and personal integrity.

Specific academic programming includes homework help, enrichment activities, SAT prep, and one-on-one college mentoring to help students apply to, enroll in, and graduate from a best-fit college. Students develop their personal character through community service, leadership opportunities, and travel experiences that broaden their horizons. Additionally, regular practice, squash competitions, and fitness activities demonstrate the importance of health and wellness for life.

The Role

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.
- Plan, supervise and direct impactful and innovative Academic Enrichment 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.

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.
- 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.

Administrative Responsibilities

- Collect and update paperwork for students in a Salesforce database.
- Assist with implementation of program evaluation as it relates to academic, community service and character education programming.
- Drive students in a 14 passenger van 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.

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.

Qualifications

While no one person will embody all of the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Bachelors or Associates degree with relevant experience
- A passion for educational opportunity, and a belief in the potential for athletic participation to both drive academic excellence and expand opportunities for success in school and beyond
- Contagious high energy and willingness to "roll up sleeves" to execute on day-to-day activities
- Self-motivated and proactive
- Enthusiasm for working with young people
- Experience developing trusting relationships with students and families
- Comfort tutoring and supporting students' academic development
- Strong group facilitation skills
- Reliable, responsible, disciplined, engaged, self-reflective, and open to receiving and giving feedback in order to strive to improve
- Ability to relate effectively to diverse groups of people from a variety of backgrounds
- Thrives in a collaborative and fast-paced environment
- Strong communication and teamwork skills
- Valid driver's license (required)
- Ability to regularly work until 7:00 P.M Monday-Thursday during the school year, to work on Saturdays once or twice per month during the school year, and to work occasional events during evening or weekend hours (required)
- Spanish language proficiency a plus

Compensation and Benefits

SquashBusters offers competitive pay and benefits commensurate with experience.

To Apply

To apply, please email your resume and cover letter to: Rachel Koury, SquashBusters Boston Program Director, at r.koury@squashbusters.org.

SquashBusters is an equal opportunity employer and strives to reflect the diverse community it serves.