

ACADEMIC DIRECTOR

Location: Portland, ME

Type: Full-Time

Start Date: July 2020

Minimum Degree Required: Bachelor's Degree

Compensation Range: \$40,000 - \$50,000



PORTLAND
COMMUNITY
SQUASH



SQUASH+
EDUCATION
ALLIANCE

Organization Description + Mission

Founded in 2013, Portland Community Squash has created a facility and a community of adult and junior squash players representing diverse socioeconomic and cultural backgrounds in Portland, Maine. Our mission is to sustain this diverse community and to provide academic and squash instruction to challenge and empower Portland area youth to achieve academic success, physical wellness, constructive citizenship, and a path to higher education and beyond.

Portland Community Squash serves 200+ youth each year through the following programs: The Farm Team, Camp Fish Hawk, Junior Squash League, and Rally Portland. The Academic Director will interact and engage with youth across all four programs, but will primarily work with youth in Rally Portland.

The Farm Team - twice weekly elementary school squash clinics for youth in grades 3-5, in partnership with LearningWorks

Camp Fish Hawk - weekly summer day camp sessions for youth, with STEM curriculum, squash instruction, and field trips

Junior Squash League - seasonally based after-school squash and wellness (fitness, yoga, cooking, team building, and character development) programming for youth in grades 6-12. Participants in 11th and 12th grade can receive optional support in post-secondary planning.

Rally Portland - a long-term and intensive youth development and post-secondary preparation program for students in the Portland Public Schools with demonstrated academic, social-emotional, and/or extracurricular need. Participants in Rally Portland receive support from sixth grade through post-secondary education and make an annual commitment to attend all squash practices and matches, academic support and enrichment sessions, summer programming, and frequent weekend travel opportunities, such as field trips, squash tournaments, college campus visits, and community engagement projects. Rally Portland is a member program of the [Squash + Education Alliance](#).

Position Overview

Portland Community Squash seeks a charismatic and motivated full-time Academic Director to begin in the summer of 2020 who will: be responsible for building and maintaining a strong academic support program fully reflective of the PCS values and expectations; manage classroom spaces and supervise daily homework help and tutoring sessions; commit to meeting students where they are academically and moving them forward using curriculum development, student assessments, and innovative educational approaches; oversee the academic development and progress of the Rally Portland participants, working closely with students, staff, families, teachers, and community partners.

Qualifications

- 2+ years of similar experience in a youth development or school setting
- Outgoing; high energy, enthusiasm, and ability to engage and organize large groups of youth
- Strong organizational skills and attention to detail
- Be a go-getter; ability to take initiative and work independently
- Self-motivation and the ability to manage multiple projects simultaneously
- Strong work ethic; willingness to go above and beyond to serve youth
- Strong interpersonal and communication skills
- Ability to tutor students in a variety of subject areas
- Experience working with any of the following at-risk youth populations preferred: below grade-level, low-income, immigrant/refugee, first-generation degree seeking youth and/or students of color

- Valid driver's license; comfort and ability to drive 15-passenger vans (training will be provided)
- Proficiency or fluency in Somali, Arabic, French, Portuguese, and/or Spanish is a plus

Primary Roles + Responsibilities

- Organize, facilitate, and supervise daily academic support and homework-help sessions for students in grades 6-12; assist students in completion of homework and school assignments
- Develop and uphold a clear, consistent, and structured classroom environment and academic session routine; create and maintain a classroom culture that fosters and celebrates academic growth and progress
- Provide individualized support and monitor academic and SEL progress - through grade checks, one-on-one check ins, teacher and family communication - for all participants in Rally Portland
- Develop and implement post-homework/supplementary material for a wide range of student aptitude
- Instill and enforce productive academic habits of work and executive functioning skills among youth participants
- Initiate and maintain professional relationships with teachers and administrators from various school partners
- Recruit, train, and manage cohort of classroom volunteers and mentors to aid in daily homework help sessions; coordinate scheduling of shifts; facilitate classroom volunteer application and background check process
- Supervise and manage AmeriCorps Members during academic sessions and delegate tasks and responsibilities as need be
- Plan and facilitate special academic enrichment activities and events such as guest speakers, career panels, writing contests, etc
- Create and facilitate STEM programming and other academic enrichment during summer camp
- Collect, record, and monitor changes of all student data, including attendance, school grades, academic and SEL assessments
- Research, organize, and chaperone community service trips for participants
- Assist high school youth with job applications, resumes, college essays, and other post-secondary planning needs

Shared Program Staff Responsibilities

- Collaborate and communicate with PCS staff, families, and community partners to empower and support the growth and development of youth participants
- Provide transportation for students to and from the facility, and for other special events and weekend trips
- Chaperone field trips (community service projects, matches, tournaments, college campus visits) as needed
- Conduct development-outreach meetings and assist with occasional project work to support and raise visibility of the organization; attend and help plan important Portland Community Squash events and functions

Hours + Schedule

During the academic year (September - June), the work day typically begins at 10am and ends around 6-7pm, Monday through Friday. The Academic Director also works roughly two weekend shifts per month, chaperoning community service trips, tournaments and matches, college campus visits, cultural excursions, or other field trips. When weekend shifts occur, the Academic Director can work a half day on Friday or Monday. The Academic Director also chaperones 5-10 overnight team trips during the year; for each overnight, the Academic Director will earn an additional vacation day. Different morning or evening hours will be required for special events, committee meetings, or professional development. Summer hours differ with camp programming beginning as early as 7am.

Vacation + Benefits

- Health Insurance, Retirement Plan, and Paid Vacation + Sick Days
- Complementary Membership - Squash, Cardio + Weight Gym, Yoga and Wellness Classes - and Pro Shop / Merch Discount
- Professional Development + Training Opportunities

Commitment

Portland Community Squash values long-term, deep, impactful work with youth. It takes years to cultivate strong, positive relationships and staff retention is a critical component of organizational success. This is not a transitional role or a stepping stone, and there are many ways to grow within the organization. Candidates should be prepared to commit to Portland Community Squash for the long haul.

Interested Candidates: To apply, please send a cover letter, resume, and list of references to Katrina Buchta, PCS Program Director, at katrina@pcsquash.com. Applications will be accepted until March 15th, 2020.