



SquashBusters Post-Secondary Access Coordinator

Boston, MA

Overview

SquashBusters is a 25-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 post-secondary students. Middle and High School Students practice at least three days a week throughout the school year and participate in weekend practices, tournaments, and summer opportunities. After high school graduation, students join the Post-Secondary Services Program, and a dedicated staff team supports students in their chosen post-secondary path, and provides career development, internship placement, and employment opportunities. In Boston, programming takes place at the SquashBusters Youth Center located on Northeastern University's campus.

The SquashBusters Boston program and Post-Secondary 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, post-secondary education, 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 post-secondary mentoring to help students apply to, enroll in, and graduate from a best-fit postsecondary opportunity. 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 Post-Secondary Access Coordinator is responsible for leading the 12th grade postsecondary process, including the transition to post-secondary education, and supporting first-year post-secondary students. The Post-Secondary Access Coordinator will lead the 12th grade application process, including post-secondary research, applications, the financial aid and verification process, post-secondary opportunity selection, and pre-matriculation tasks. In addition, the Post-Secondary Access Coordinator plans and leads enrichment sessions to ensure students are prepared to transition from high school to post-secondary institutions, and supports first-year students in accordance with the post-secondary team's four core services – academic, financial, wellness and career. As a member of the post-secondary services team, he/she/they will collaborate with leadership and the Boston program staff to ensure an integrated approach to SQB academic, sport and character development programs. Through these programs, the post-secondary services staff will challenge, nurture, and hold accountable SQB youth so that he/she/they recognize and fulfill their potential.

Responsibilities

- Plan, supervise and direct post-secondary application and financial aid process through group and individual student sessions.
- Plan, supervise and direct impactful and innovative enrichment activities to prepare students for the transition from high school to post-secondary education.
- Ensure a productive and positive environment at SQB by managing student behavior and consistently instilling SQB values and providing students with individual feedback on their progress.
- Monitor post-secondary students' progress in school and in the post-secondary process by communicating regularly with the student, and providing individual support as needs arise.
- Communicate regularly with parents/guardians so that they are aware of their student's progress, their student's post-secondary process, feel like part of the SQB community, and can support their child's growth and development at home.

- Monitor high school students' progress in school and in the post-secondary process by communicating regularly with school staff to determine the best ways that SQB can support a student's success.
- Communicate with a student's academic advisor and financial aid counselor as needed.
- Coordinate and implement field trips, summer and other special programming, and guest speaker opportunities.
- Help students connect to appropriate opportunities such as external summer programs and internships.
- Organize schedules and materials, and collect and enter student data in a Salesforce database.

Qualifications

- Bachelor's Degree with 3+ years of relevant experience
- Knowledge and understanding of the post-secondary and financial aid application processes
- Knowledge and understanding of the post-secondary landscape, including 4-year and 2-year colleges and universities, trade and vocational programs
- Ability to relate effectively to diverse groups of people from a variety of backgrounds
- 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
- Enthusiasm for working with young people and experience developing trusting relationships with youth and families
- Ability to work with young people who have experienced trauma
- Ability to work independently and thrive in a fast-paced environment
- Strong teamwork, organization, communication, and group facilitation skills
- A willingness to engage in physical activity with students.
- Valid driver's license with clean driving record (preferred) – and willingness to drive a 14 passenger van (training provided)
- Ability to regularly work until 7:00 P.M two days per week during the school year, and to work occasional events during evening or weekend hours (required)
- Spanish language proficiency, and prior recent participation in formal diversity training, a plus

Compensation and Benefits

- Annual salary commensurate with experience
- Retirement plan with employer matching
- 26.5 paid company holidays and days off plus an additional 20 vacation days (with some restrictions)
- Subsidized health insurance and unsubsidized dental insurance offered
- Free Employee Assistance Program, a cell phone subsidy, and a public transportation subsidy available

To Apply

To apply, please email your resume and a cover letter explaining your interest to: Corey Schafer, SquashBusters Director of Post-Secondary Services, at c.schafer@squashbusters.org with the subject line: Post-Secondary Access Coordinator.

SquashBusters is an equal opportunity employer and strives to reflect the diverse community it serves. SquashBusters is committed to promoting diversity and inclusion and looks to all its staff members to foster and promote its values. We believe in an intersectional approach to diversity, equity, and inclusion, where all of the various forms of oppression are addressed, challenged, and dismantled. Our primary focus is on racism because we live in a society that is so resistant to, and uncomfortable with, discussions of racism.