



JOB DESCRIPTION: Program Director

(updated 12/23/20)

Santa Barbara School of Squash (SBSOS) Mission Statement

To help students succeed in life through squash and education.

About SBSOS

SBSOS is year-round sports and education program serving committed Santa Barbara youth (5th - 12th grade) who qualify for the National School Lunch program. SBSOS pillars include squash, academic tutoring, community service, enrichment opportunities, and mentoring. We operate after school, on weekends, and during holidays. By using squash as a motivator, we guide students to realize their academic, athletic and personal potential. Our goal is for each student to graduate from high school prepared for their next step: college or to launch a career. We stay in contact with graduates as they work toward their post-high school goals and offer guidance and support through age 25. We are closely involved with each student on many levels and describe the program as “an inch wide but a mile deep”.

SBSOS Key Program Goals

- Maintain a minimum of 30 students attending regular weekly programming
- Students to have a minimum attendance rate of 80%
- Provide a qualified and reliable team of staff and volunteers
- Ensure high commitment levels from students and their parents
- Provide high quality, exciting, interesting, and engaging programming
- Ensure that student program graduates are going to college or have a good alternative plan

Overall Objective

- Provide programming that complies with all required regulations and ED/Board directives, and that is in line with the organization’s resources and goals

Programs and Activities

- Plan year round programs to include academic classes and squash practices, squash matches/tournaments/leagues, community service projects, summer camps and jobs program, college counseling, school vacation activities, enrichment activities and special events...and organize or take the lead on transportation and chaperoning for all these events. Note this involves some weekend travel to squash tournaments and some other weekend work.
- Maintain an accurate attendance database and collaborate with program staff for all other data collection, including grades and academic standardized tests, squash rankings, fitness tests, detailed student bios, information for quarterly progress reports, and college matriculation/graduation information
- Assist ED with correcting any SEA or other compliance requirements that are at risk

- Recruit, screen, and oversee all academic, squash, program, and community service volunteers
- Schedule volunteer time, organize or provide their training, communicate with them, record their hours and activities, and evaluate their effectiveness and reliability
- Maintain and develop close appropriate individual student relationships
- Communicate with all parents on a regular basis, and meet with them, schools, teachers, and administrators as needed
- Attend and/or oversee teacher-parent conferences if required/needed
- Ensure timely transportation is arranged for all activities keeping these expenses in line with budget
- Maintain and develop good relationships with all sources of potential new student recruits, plan regular tryouts to ensure student numbers meet organizational goals, and maintain a waitlist of potential new students
- Assist in fundraising events, promotion of the program through networking and events, and office management
- Perform any other duties to support the organizational goals as requested by the ED

Position Specifics

Daily Duties:

- Organize/provide transportation for the day for all students
- Communicate with students and parents by phone, email, or text
- Communicate with volunteers for the day by phone, email, or text
- Communicate with facility partners for the day by phone, email, or text
- Keep accurate attendance records for students, volunteers and chaperones
- Manage student and volunteer forms and files
- Maintain a current contact information spreadsheet of students and their parents
- Maintain a current contact information spreadsheet of volunteers and their availability/interests
- Oversee all academic and squash sessions
- Help tutor students in academic sessions either in groups or individually
- Take the lead and/or assist ED with addressing behavioral issues among students
- Provide affordable and healthy snacks for students at all sessions
- Be prepared to act as first choice cover to lead any academic or squash session as needed

Volunteer Coordination:

- Coordinate volunteers/parents/chaperones for community service events and outings
- Maintain an active volunteer recruitment system using all sources possible
- Ensure volunteers have the appropriate training and feel valued and appreciated
- Send monthly group email updates and conduct a quarterly in person volunteer meeting
- Work with the Academic Director and students to schedule one-on-one tutoring when necessary
- Manage volunteer information files – make sure all forms are current and in files
- Engage SBSOS parents to volunteer at least once per year
- Develop and maintain a Volunteer Manual

Communication:

- Provide all students, staff, volunteers, parents, and board members with a monthly calendar in a timely fashion
- Communicate with students and parents on a regular basis and meet with them as needed
- Assist ED and/or other staff with managing relationships with sponsors, vendors, and facilities
- Communicate with SEA and US Squash as needed

- Meet formally with the ED at a scheduled time once per month
- Meet with other staff as a group once per week, and individually as needed at other times
- Email the ED a report by the 10th of each month citing the previous month's accomplishments and activities, and citing upcoming events and programs to keep the SBSOS board updated with current calendar and information
- Attend board meetings if required to give a report on recent and upcoming programming and other information with sufficient notice

Organizational responsibilities:

- Order year-end awards and organize year-end party
- Assist ED with all scheduled open houses, networking events, and fundraising events
- Assist Academic Director and ED with selection of student(s) of the month
- Assist Academic Director and Squash Coach to ensure program has supplies and curriculum needed, keeping within the program budget
- Assist ED with submission of press releases and email newsletters
- Produce the Year End Annual Report with assistance from all staff and volunteers, and other help as needed
- Maintain the SBSOS website and Facebook page, keep them both current and interesting
- Assist ED to ensure office is sufficiently stocked with all required supplies, neat and tidy, and other general management of the office
- Submit expenses incurred from any program in a timely manner to ED, being sure to stay within approved budget
- Keep track of annual student kit payments (currently \$25) and ensure all are up to date
- Assist Executive Director as needed in all areas

Pay, position, and hours:

- This position reports to the Executive Director and is a full time employee position
- SBSOS will pay the PD's health insurance up to \$300 per month and reimburse the PD for \$50 per month of phone expenses
- An annual bonus of up to \$5,000 will be available at year-end (August 31st) based upon an annual performance review with the ED, a full year of employment at year-end, and the SBSOS end-of-year accounts showing that income exceeded expenses