

ACADEMIC PROGRAM MANAGER

Location: Wilmington, DE

Type: Full-Time

Anticipated Start Date: Flexible (no later than June 15th, 2021)

Minimum Degree Requirement: Bachelor's Degree



Organization Description and Mission

First State Squash's mission is to empower Wilmington youth to reach their goals as students, athletes and citizens by providing long-term, intensive support and transformative opportunities through education, mentoring, service and squash. Throughout middle and high school, First State Squash seeks to provide participants programming enabling them to make informed decisions on their higher education options. In 2016, First State Squash was launched in partnership with the Squash and Education Alliance (SEA). We have modeled our organization after similar programs that fall under the SEA network. In 2019, data compiled from various programs under SEA's umbrella that noted:

- 94% of their students that complete high school attend post-secondary school.
- 65% of SEA students complete their degrees in six years or less, compared to the national average of 24% for low-income students.
- SEA students have been awarded \$25 million in scholarships.

First State Squash currently works with 25 students in 5th through 8th grade from 6 title I schools in Wilmington, DE. For our students, First State Squash is a year-round intensive commitment that touches every aspect of their lives; students spend three days a week in program activities at Wilmington's Central YMCA. First State Squash has a small close-knit staff and is a young, up-and-coming youth development program that continues to cultivate its presence in the Wilmington community. First State Squash is a 501(c)3 not-for-profit charitable organization and is an equal opportunity employer.

Position Overview

First State Squash seeks a charismatic and motivated full-time Academic Program Manager to begin in the Spring/Summer of 2021. This is an exciting opportunity for an individual looking to play an integral role in the development of critical academic structures and program culture pillars. First State Squash is looking to bring aboard an individual passionate about working closely with Wilmington youth, their families and the community at-large.

The Academic Program Manager will primarily be responsible for:

- Building and maintaining a strong academic support program fully reflective of the First State Squash values and expectations
- Developing and upholding 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
- Managing classroom spaces and supervising daily homework help and enrichment sessions
- Overseeing the academic development and progress of the First State Squash participants, working closely with students, staff, families, teachers and provide individualized supports to a variety of learners using innovative educational approaches
- Crafting a literacy-driven curriculum using a variety of student assessments, and best practice research
- Initiating and maintaining professional relationships with teachers and administrators from various school partners

- Collaborating with community partners and organizing First State Squash's team members annual community service requirements

Shared Program Staff Responsibilities

- Provide after-school transportation in 10-passenger van for students to and from the facility, and for other special events and weekend trips
- Chaperone weekend 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 First State Squash events and functions

Hours + Schedule

School year (Sept. – mid-June): During the academic year (September- June), the work day typically begins at 10am and ends around 6-7pm, Monday through Friday. The Academic Program Manager also works roughly one to 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 Program Manager can work a half day on Friday or Monday. The Academic Program Manager may also be asked to support FSS staff chaperone overnight trips.

Summer (Mid-June – Aug.): The summer work day begins at approximately 9am and ends at 5pm.

Compensation, Benefits and Vacation

- First State Squash offers competitive pay and benefits commensurate with experience.
- The position includes 5 weeks of paid vacation annually: 1 in November, 1 in December, 1 in March, 2 in the Summer. Some but not all national holidays are off.

Commitment

First State 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.

Interested candidates

Please submit a cover letter, resume, and three personal references to Owen Butler, First State Squash Executive Director, owen.butler@firststatesquash.org, 203-298-2725. Applications will be accepted until April 15th.