



## **High School Academic Coordinator**

**Location:** Hartford, CT

**Type:** Full Time, year-round

**Start date:** June/July 2021

**Note:** This position does **not** require any previous knowledge of, or experience playing, squash.

### **About Capitol Squash**

Capitol Squash serves 50 youth from Hartford by providing them both rigorous academic and athletic enrichment. Capitol Squash's mission is to empower youth of Hartford to reach their potential as athletes, students, and engaged citizens. Based out of Trinity College, Capitol Squash strives to provide youth with life-changing opportunities through the sport of squash, intensive educational support, mentoring, and community service activities. Guided by an 'inch wide, mile deep' philosophy of youth programming, Capitol Squash begins working with students in elementary school and engages them in year-round programming through high school and college.

### **The Role**

Capitol Squash is seeking a driven, innovative High School Academic Coordinator with a passion for supporting young people and putting them on the path to achieving their goals. The High School Academic Coordinator is responsible for running tutoring and enrichment sessions for students in grades 9<sup>th</sup>-12<sup>th</sup>. Additionally, the High School Academic Coordinator plans and runs special programming including community service outings and field trips. The High School Academic Coordinator will also lead the post-secondary application process, including post-secondary research, applications, the financial aid and verification process, post-secondary opportunity selection, and pre-matriculation tasks. The High School Academic Coordinator will lead Capitol Squash's first 12<sup>th</sup> grade class through the post-secondary process this fall.

### **Responsibilities:**

#### ***Academic 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 CS by managing student behavior and instilling CS values.
- Provide students with individual feedback on their progress.
- In conjunction with the Program Director, develop and implement academic 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.

#### ***Post-secondary Placement, Summer Program, and Special Event Management***

- Plan, supervise, and direct the 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.
- Organize campus visits and school interviews and communicate with coaches as necessary.
- Monitor students' progress in school and in the post-secondary process by communicating regularly with the student, and providing individual support as needs arise.
- Communicate with a student's academic advisor and financial aid counselor as needed.
- Develop and implement summer programming including enrichment and elective activities.
- Help students connect to appropriate opportunities such as external summer camps, test prep, scholarships, academic awards, and employment opportunities.

- Identify and organize field trips, including on some Saturdays during the year. Chaperone/drive students for squash events and community service projects.
- With colleagues, organize and participate in overnight trips for appropriate grade levels.
- Identify and organize workshops and/or guest speakers on relevant topics throughout the year.
- Organize and/or assist in organizing special events such as family nights and awards ceremonies.

### ***Outreach/Engagement***

- Communicate regularly with parents/guardians so that they are aware of their student's academic progress, their child's post-secondary process, feel part of the CS community, and can support their child's growth and development at home.
- Regularly communicate with school staff and teachers to determine the best ways that CS can support a student's success.
- Communicate with parents/guardians to ensure that necessary forms and paperwork are complete.
- Organize and lead parent/guardian meetings as needed.
- Recruit or assist in recruiting students for CS program as needed.

### ***Administrative Responsibilities***

- Collect and update paperwork for students.
- Assist with implementation of program evaluation as it relates to academic and community service programming.
- Drive students in a 14 passenger van as needed to and from practices, tournaments, matches, summer camps, and community service projects, including some weekends during the year.
- Manage classroom supplies and daily snacks.
- Support with social media and newsletter initiatives
- Plan general weekly/monthly schedule with colleagues and keep appropriate calendars updated.

### **Qualifications**

- Bachelor's degree required
- Experience in youth education, teaching, and/or college counseling
- Experience working with youth from diverse backgrounds
- Excellent written and verbal communication skills and teamwork skills
- Reliable, responsible, disciplined, engaged, self-reflective, and open to receiving and giving feedback in order to strive to improve
- Driving requirements: valid driver's license with at least 3 years of driving experience and ability to pass background and driver record check.
- Conversational spoken Spanish a plus

### **Commitment**

Capitol Squash values long-term, deep, impactful work with participants and cultivating strong, positive relationships with students and families is crucial to our success. Candidates should be prepared to commit to Capitol Squash for at least two years.

### **Compensation and Benefits**

- Capitol Squash offers competitive compensation commensurate with experience.
- Retirement plan with employer matching
- 5 weeks paid vacation (with some restrictions) and additional organization holidays off
- Health and dental insurance offered
- Cell phone subsidy

### **To Apply**

Candidates should send a resume and cover letter to Executive Director Meg Taylor using the email address [apply@capitolsquash.org](mailto:apply@capitolsquash.org) with the subject line: High School Academic Coordinator

*Capitol Squash is committed to building a culturally and racially diverse staff and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*