



Middle School Academic Coordinator

Location: Hartford, CT

Type: Full Time, year-round

Start date: Summer/Fall 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 Middle School Academic Coordinator with a passion for supporting young people and putting them on the path to achieving their goals. The Middle School Academic Coordinator is responsible for running tutoring and enrichment sessions for students in grades 4th- 8th. The Middle School Academic Coordinator will also lead the high school application process, including high school research (public, private school, magnet, parochial, etc), applications and school lottery completion, the financial aid and verification process, high school opportunity selection, and pre-matriculation tasks. Additionally, the Middle School Academic Coordinator will lead community service projects for all Capitol Squash students.

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.

High School Placement

- Plan, supervise, and direct high school application, lottery, and financial aid process through group and individual student sessions.
- Organize school visits and interviews for prospective students and communicate with coaches as necessary.
- Plan, supervise, and direct impactful and innovative enrichment activities to prepare students for the transition from middle school to high school.
- Communicate regularly with parents/guardians throughout the high school placement process.
- Communicate with students' academic advisors as needed.

Summer Program, Community Service and Special Event Management

- Develop and implement summer programming including enrichment and elective activities.
- Help students connect to appropriate opportunities such as external summer camps, test prep, scholarships, and academic awards.
- Identify, organize, and participate in community service projects for all CS students.

- Identify and organize field trips, including on some Saturdays during the year. Chaperone/drive students for squash events.
- 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, family nights, and awards ceremonies.
- Lead tryouts for new students, managing tryout schedules, applications, and family meetings.

Outreach/Engagement

Communicate with parents/guardians so that they are aware of their child's progress, feel like part of the CS community and can support their child's growth and development at home.

- Organize and lead parent/guardian meetings as needed.
- Monitor students' progress in school by communicating regularly with school staff 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.

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 vehicle 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 teaching and/or working with youth
- 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 with the subject line: Middle 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.