



SquashBusters Post-Secondary Support Coordinator Boston, MA

About SquashBusters

SquashBusters is a 25-year-old sports-based youth development program that uses a combination of squash, 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 youth in these cities - 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 them in their chosen post-secondary path, and provides career development, internship placement, and employment opportunities. In Boston, programming takes place at the Badger-Rosen SquashBusters Center located on Northeastern University's campus. In Providence, we work and play out of the Gorgi SquashBusters Center on the campus of Moses Brown School. In Lawrence, we are in the process of designing a facility, in partnership with the City of Lawrence and others, that will literally break new ground for the urban squash movement.

Overview

The Post-Secondary Support Coordinator is responsible for supporting approximately 50-60 post-secondary students across three service areas: academics, financial, and wellness. The Post-Secondary Support Coordinator meets students where they are, and tailors their approach based on individual student needs. In addition to support services, the Post-Secondary Support Coordinator will coordinate social events and programs, and promote student's physical and social health, in conjunction with the Diversity, Equity and Inclusion (DEI) Alumni Subcommittee, and SquashBusters Alumni Committee. The Post-Secondary Support Coordinator is an integral member of the Post-Secondary staff team and works closely with other team members to provide holistic and individualized support to all students.

Reports to: Director of Post-Secondary Services

Supervisory Responsibility: None

Responsibilities

Program Delivery and Student Support

- Directly support a caseload of 50-60 post-secondary students across the academic, financial and wellness pillars of the SQB post-secondary program, including, but not limited to, discussing major and career interests, assisting with transfer applications, reapplying for financial aid, connecting a student to a mental health counselor or social worker, or assisting a student with creating a payment plan.
- Monitor students' progress in their chosen post-secondary pathway, and ensure students persist in, and complete, their post-secondary opportunity.
- Support students with the financial aid application process each year, and ensure students and families understand their financial aid award and have a sustainable plan for payment.
- Communicate with Post-Secondary staff team to ensure holistic support of every post-secondary student
- Administer the SQB Scholarship Program, which includes three distinct scholarship opportunities for SQB students
- Organize schedules, collect, and enter student data in a Salesforce database.

Outreach and Engagement

- Connect with student support coordinators at colleges and universities to ensure SquashBusters students are on-track and connected to on-campus resources
- Communicate with a student' academic advisor and financial aid counselor as needed
- Connect students to a mental health counselor or social worker as needed

- Communicate with parents/guardians as needed so that they feel like part of the SQB community and can support their student's growth and development at home.

Special Event Management

- Oversee the SQB peer mentor program.
- Coordinate and implement field trips, summer and other special programming, and guest speaker opportunities.
- Plan and execute team building and social events for SQB post-secondary students in conjunction with the DEI Alumni Subcommittee and SQB Alumni Committee.

Working at SQB

- At the heart of SQB's mission is the power of transformative relationships. SQB staff helps SQB students discover who they are, cultivate the abilities they need to shape their own lives and learn how to engage with and contribute to the world around them.
- SQB staff work as a team in a professional, supportive and respectful manner, and they represent and advocate for SQB in the community at large.

Qualifications, Experience and Core Competencies: *While no one person will embody all the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences.*

- Bachelor's Degree with 1-3+ years of relevant experience
- Ability to relate effectively to diverse groups of people from a variety of backgrounds
- Enthusiasm for working with young people and experience developing trusting relationships with youth and families
- Knowledge and understanding of the post-secondary landscape, including 4-year and 2-year colleges and universities, trade, and vocational programs as well as the application and financial aid processes for each.
- 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
- 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
- Valid driver's license with clean driving record (preferred)
- Ability to work occasional events on weeknights or weekend hours (required)
- Spanish language proficiency, a plus; 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 Support 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.