



JOB DESCRIPTION

POSITION: Program Manager

REPORTS TO: Program Director

STATUS: Full-time/Exempt

POSITION SUMMARY

Reporting into the Program Director, and based in Oakland, CA, The Program Manager is a full-time position that oversees SquashDrive's Middle School Academic Program and Program operations. The Program Manager will work closely with the High School Director and Program Director to ensure student success in all of SquashDrive's pillars and mission. The Program Manager will ensure a safe and productive experience for students, families and volunteers.

ABOUT SQUASHDRIVE

SquashDrive aims to help each child realize his or her academic and personal potential through long-term, rigorous programming in academic tutoring and enrichment, squash instruction, community service, and one-on-one mentoring. SquashDrive just celebrated its 10th Anniversary and is now serving students in 6th-12th grade as well as (3) Alumni Classes in Post-Secondary Pathways, college and beyond!

Our team is committed to building deep relationships with our students and to giving each staff member meaningful responsibility in a cooperative working environment with support for everyone's ideas. We do our best to foster personal and professional growth, not just in our young people, but in each other as well. SquashDrive is a healthy, growing nonprofit, looking for motivated, enthusiastic individuals to fill integral positions within the organization.

MAIN DUTIES & RESPONSIBILITIES

- Facilitate daily after-school homework and academic support sessions for students grades 5th-8th grade as well as, manage volunteers and tutors, and assist individual students.
- Communicate regularly with teachers, parents, guidance counselors, and others in each student's support system.
- Support development and implementation of SquashDrive's Scope and Sequence, newly designed for the 2021-2022 Academic Year
- Assist in students squash and fitness programming (Squash Knowledge is not a requirement) under the direction of Squash Director
- Work closely with other program staff to meet the needs of the teams, including performing home visits, planning team trips and cultural outings, organizing community service activities, facilitating team-building workshops, etc.

- Collaborate on program-wide initiatives and projects including fundraising events and squash tournaments.
- Support students in their academic and personal growth through programming and relationship-building.

PROGRAM ADMINISTRATION

- Track and report on key performance indicators into SquashDrive Database
- Ensure students and volunteers adhere to safety protocols
- Continue to advance knowledge and skills in core competency areas to meet youth and young adult development best practice standards
- Demonstrate commitment to learning and growing skill-sets in anti-racism and equity through literature, training, and reflections with the team
- Participate as a member of the program team

EXPERIENCE & EDUCATION REQUIRED

- Associates' degree or higher
- 3 years' experience in higher education, career counseling, youth development, social work, or another related field
- 1-3 years' management and supervisory experience
- CPR/First Aid and AED certification - training provided by SquashDrive
- Must have a valid driver's license with at least 3 years of driving experience
- Must pass a criminal history background check

WORK HOURS AND BENEFITS

Work hours are generally Mon-Fri 10am-6pm with (2) Saturday Commitments per Month: Staff is required to attend at least (2/year) Squash Events for Students Per Year. Annual Fundraiser and Team Tournament (2-3/year)

We are committed to staff learning, growth and development. Our investment includes:

- Competitive salaries (\$48,000-\$58,000)
- Medical Insurance
- 401 (K) and Employer Match up
- Generous time off including up to 20 days of SquashDrive Office Holiday Closures and personal vacation time
- Ample opportunities to connect with the students and communities we serve

SKILLS REQUIRED

- Demonstrated ability to inspire, engage and support middle and high school students
- Ability to establish and maintain strong relationships with a variety of diverse stakeholders
- Awareness and knowledge about cultural differences, cultural identity, and the history and contemporary struggles of marginalized groups
- Excellent verbal and writing communication skills
- Ability to plan and execute projects and initiatives
- Effective time management and organizational skills
- Ability to multi-task and adapt to changing priorities

- Ability to work collaboratively and independently
- Demonstrated ability to be proactive, take initiative, and problem-solve
- Responsible, reliable, and trustworthy
- Open to different and new ways of doing things and willing to modify one's preferred ways of doing things
- Strong professional work ethic

EQUAL OPPORTUNITY EMPLOYER

SquashDrive is an equal opportunity employer committed to an inclusive and welcoming workplace environment, free of discrimination and harassment. We celebrate and support the diverse cultures, perspectives, skills, and experiences within our workforce and our community.