

SQUASH ON TRACK

Job Description

Squash on Track Program/Academic Coordinator

Redwood City, CA

Start Date 2020 – 2021 School Academic Year

About Squash On Track

SOT is an after-school education program serving committed Bay Area youth (4th-12th grades) who qualify for the National School Lunch program. Students in the program learn how to play Squash, receive academic support and other support tailored to their specific needs and become part of a supportive community centered at the Squash Zone facility in Redwood Shores. We operate after school on weekdays. By using squash as a motivator, we guide students to realize their academic, athletic and personal potential. Our goal is for each student to graduate from high school prepared for their next step: college or to launch a career.

Mission Statement

We share our love of Squash and learning with underserved youth to help them succeed in Squash and Life.

Key Program Goals

- Maintain a minimum of 30 students attending regular weekly programming, with a minimum attendance rate of 80%
- Provide a qualified and reliable team of staff and volunteers
- Goal for graduates to attend college or have a good alternative plan

Position Summary

Reporting into the Executive Director, and based in Redwood City, CA, the Program/ Academic Coordinator is a full-time position that will oversee SOT's academic program, working closely with students, their parents, volunteers, and members of the SOT community, to ensure a safe and productive experience for a 30+ student body. The Coordinator will also work on office management, communications, and logistical issues.

Ways to Contribute

- Monitor students' school grades, and work to implement individual intervention plans for students when needed
- Coordinate and train volunteers/parents/chaperones for all events
- Provide one-on-one academic counseling and support
- Organize transportation for the day for all students
- Provide affordable and healthy snacks at all sessions

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- Assist with press releases, newsletters, and maintain social media presence
- Work with ED to oversee relationships with sponsors, vendors, and facilities
- Help with scheduling open houses, networking events, and fundraising events
- Ensure that office and program are sufficiently stocked with supplies

What you'll bring to the team

- 1-2 years of work experience in middle school education
- Commitment to SOT's mission
- Experience designing and implementing programs serving youth in the Bay Area or a comparable urban area
- Leadership experience training and supervising volunteers
- Relationships with organizations and agencies working on public education; mid-Peninsula experience a plus
- Comfort working in a fast-paced, high-energy, entrepreneurial environment
- Spanish fluency a plus
- Bachelor's degree; a Master's in Education is a plus

Benefits and Hours

- SOT will offer to pay the Program/academic coordinator health insurance
- Willing to work certain evenings and weekends as required
- Job Type: Full-time