



Squash Haven is a youth development program which uses the sport of squash, in combination with academic tutoring, literacy development, fitness education, community service, college access, and career development to empower and make a lasting difference in the lives of New Haven young people. Team members thrive in our student-centered environment that also features individual relationships, a close and collaborative staff and an inclusive culture. Founded in 2006, Squash Haven has grown from one staff and 20 kids to an inspiring community of 160 students in 5th grade through college graduates as well as a full-time staff of seven.

The Program Coordinator Opportunity: Squash Haven seeks an enthusiastic and hardworking professional to contribute to our very successful program in and beyond the classroom. The opportunity to develop lasting relationships with a committed team of young people and assume ownership of important program areas while receiving ongoing professional support and mentorship make this a very desirable professional opportunity.

Reporting to the Program Director, the Coordinator will have the following responsibilities:

- Plan and teach meaningful, high energy, and fun daily homework and academic enrichment sessions to middle and high school team members
- Manage student and family data and annual forms completion
- Coordinate family engagement, including program outreach and communication, family gatherings, and individual family meetings
- Coordinate other important aspects of program administration, including attendance follow ups, transportation, and daily snack
- Assist with participant recruitment effort within partner schools and the broader community
- Build caring, supportive, and meaningful relationships with students and families
- Collaborate on and participate in additional program-wide activities, including community service, health and wellness, team gatherings, and applications to student opportunities

School Year Schedule (Sept – mid-June): During the school year, the Coordinator will work a 10am-6pm schedule. The Coordinator will also work, on average, one weekend day per month in support of program activities.

Summer Schedule (mid-June – Aug): The summer workday begins at approximately 9am and ends at 5pm. There is little to no weekend work when school is out from the end of June through August.

Vacation: The position includes 6 weeks of vacation annually: 1 in November, 1 in December, 1 in March, and 3 in the summer. Some but not all national holidays are off.

Commitment: Expectation of a multi-year commitment, contingent on successful assumption of responsibilities and positive performance reviews **Compensation:** \$40,000-\$45,000, commensurate with experience, with the possibility of annual pay increases based on performance. Benefits include employer-supported health and dental coverage, monthly cell phone and parking stipends, 5 personal/sick days, and 401k contributions.

Start Date: September, 2022

Preferred Professional and Personal Qualifications (teaching experience not required):

- Dedication to young people and interest in working with them in and beyond the classroom
- High level of energy, curiosity, creativity and willingness to grow
- Outstanding organizational and interpersonal skills
- Interest in building deep staff, family, and student relationships
- Spanish proficiency welcome though not requisite
- Commitment to diversity, equity, and inclusion as well as empowering historically marginalized populations

Interested candidates should submit a cover letter, resume, and three references as soon as possible to Julie Greenwood, Squash Haven Executive Director, julie@squashhaven.org

Squash Haven is an Equal Opportunity Employer. We do not tolerate workplace discrimination or harassment of any kind. All employment decisions are made based on ability and qualifications of applicants for the particular position and are made without regard to race, color, religion, sex, national origin, gender identity, political affiliation, sexual orientation, marital status, disability, age, military service, or other applicable legally protected characteristics. Squash Haven encourages all interested applicants to apply to join our team.