

**The Teacher and Community Engagement Coordinator Opportunity:** Squash Haven seeks a passionate and experienced educator to contribute to our program in the classroom and in the community and to have a lasting impact on our students. The successful candidate will add to the strength of our daily teaching team while assuming responsibility for our New Haven Public Schools outreach; recruitment and tryout process; community service program; and other community initiatives. Reporting primarily to the Program Director, the Teacher and Community Engagement Coordinator will have the following responsibilities:

- Plan and teach meaningful, high energy, and fun daily homework, academic enrichment, and social-emotional wellness sessions to middle and high school team members
- Lead our student recruitment efforts, including building school relationships; coordinating school visits; coordinating Open House and tryouts logistics; family outreach; and student onboarding
- Serve as the point person for our New Haven Public School partners, including facility partnership management; report card collection; transportation; and more
- Manage the application process for competitive summer academic programs
- Recruit, onboard and oversee all academic volunteers and summer academic staff
- Manage school academic performance and data entry for all team members
- Coordinate our community service and health and wellness programs, which include 5-10 hours of activities per student per year
- Represent Squash Haven in community based youth organization collaborations
- Build caring, supportive, and meaningful relationships with students and families
- Collaborate on and participate in additional program-wide activities

**School Year Schedule (Sept – mid-June):** During the school year, the Coordinator will work a roughly 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:** \$50,000-\$60,000, 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
- Dedication to young people and, ideally, experience working with them in and beyond the classroom
- Ability to assume ownership of significant areas of program administration
- 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 and working knowledge of New Haven welcome though not requisite
- Commitment to diversity, equity, and inclusion as well as empowering historically marginalized populations

**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.

**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](mailto: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.*