



WASHINGTON EDUCATION & SQUASH ACADEMY

Opportunity Through Squash

Washington Education & Squash Academy - Part-Time Academic Coordinator

Position: Academic Coordinator, Washington Education & Squash Academy

Education: Bachelor degree or equivalent experience

Location: Seattle, WA

Type: Part time (20 hours/wk), Minimum of 1 year commitment desired with possibility of moving to full time after 1 year

Start date: July 2022

Compensation Range: \$21,000-\$25,000 annually, commensurate with experience + up to a 10% bonus

Organization Description

Washington Education & Squash Academy (WESA) is a 501(c)3 nonprofit foundation. Our mission is to support kids from low-income backgrounds grow into prepared college students and realize their full potential in life through squash coaching, academic tutoring, and community service opportunities. Founded in 2013, WESA is still growing, and next year we hope to serve 28 students. The program includes a Board of Directors, Young Professionals Board, Advisory Board, dedicated volunteers, and a growing network of donors and supporters.

WESA was founded on the Squash + Education Alliance ([SEA](#)) model. SEA has over 20 member programs across the country and abroad and more on the way. It enrolls over 1,000 students and has sent graduates to over 160 different universities.

Position Description

WESA seeks a dynamic Academic Coordinator who combines teaching and interpersonal skills to provide leadership, oversight and structure to WESA's academic program. Our ideal candidate is visionary, detail oriented, and possesses highly effective and engaging teaching abilities, in addition to being able to multitask and work with little oversight. The candidate must have experience working with children in elementary, middle, and high school and be able to effectively manage up to 30 children.

Professional and Personal Qualifications:

- Bachelor's Degree or equivalent experience required
- Experience teaching and/or working with children, especially at-risk youth, for at least one year after college
- Excellent written and oral communication skills
- Knowledge of Spanish highly preferred
- Must be energetic, upbeat, and enthusiastic about WESA's mission
- A passion for, belief in, and devotion to youth development
- Ability to get work done without much oversight
- Exemplary organizational and time management abilities
- Ability to grow with the organization
- Drive, flexibility, endurance, humanity
- Experience in or potential to develop program management expertise
- Candidates must have a valid driver's license and be comfortable driving a 15-passenger van.



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Primary Roles and Responsibilities for WESA:

- Oversee day-to-day operations of the academic portion of the WESA program after-school five days a week.
- Design curricula and teach up to 5 academic enrichment sessions with the help of volunteers each week, including homework assistance, academic enrichment, and social emotional learning curriculum
- Maintain and build strategic partnerships with student families, schools, and volunteers
- Collect all student data, including attendance, school grades, academic assessments, etc.
- Research opportunities for and organize cultural enrichment outings for students
- Organize individualized work plans for students over summer break
- Assist in recruiting and supervising volunteers
- Communicate program details to ED to be included in/on website, newsletter and other communication avenues
- When requested, attend and provide necessary reports to Board of Directors meetings.
- Travel to weekend squash tournaments as an assistant to the squash coach at most 4 times per year.
- Assist with annual fundraising event.

Hours & Schedule

Please note these hours are approximations that are subject to change prior to the start of practices in September as required by school bell times and court availability.

- During the **academic year** (Sept-June): Monday - Friday: 3:00-6:00 PM
- Some **tournament weekends** will require a greater number of hours being worked and these will be shifted from elsewhere.
- During the **summer break**, there are four weeks of programming during which the work day runs from 10:00 AM-3:00 PM on Monday-Friday. This is followed by time off in subsequent weeks to make up for the additional hours.

WESA is an Equal Opportunity Employer and a small but mighty meritocracy. 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 (including pregnancy, childbirth, or related medical conditions), national origin, gender identity, political affiliation, sexual orientation, marital status, disability, age, military service, or other applicable legally protected characteristics.

At WESA, we believe that representation matters and we also recognize that nonprofits serving BIPOC communities are disproportionately led by white people. The majority of our students are BIPOC individuals, with a large number of our students being native Spanish speakers. Because we believe that voices from within these communities should be centered in the work we do, we strongly encourage applications from members of communities that are reflective of our student body.