



SquashBusters, Lawrence  
Academic Coordinator

### *About SquashBusters*

*SquashBusters is a 27-year-old sports-based youth development program that uses a combination of squash, fitness, academic support and enrichment, community service, and mentoring to improve the lives of youth in Boston, Lawrence, and Providence. SquashBusters' mission is to challenge and nurture youth in these cities - as students, athletes, and citizens - so that they can recognize and fulfill their greatest potential in life. SquashBusters currently serves 400 middle school, high school, and post-secondary students. Middle and High School Students practice at least three days a week throughout the school year and participate in weekend practices, tournaments, and summer opportunities. After high school graduation, students join the Post-Secondary Support Program, and a dedicated staff team supports them in their chosen post-secondary path, and provides career development, internship placement, and employment opportunities. In Boston, programming takes place at the Badger-Rosen SquashBusters Center located on Northeastern University's campus. Our core values are: Love, Honesty, Attention, Teamwork and High Standards.*

### Overview:

The Academic Coordinator is responsible for planning and running homework help sessions, team building activities and academic enrichment sessions for SquashBusters (SQB) students. The Academic Coordinator plans and runs special programming including community service outings and field trips. Additionally, the Academic Coordinator will also be responsible for driving students to and from practices, special programming, and other special events. As a member of the program team, they will collaborate with the Program Director and all program staff to ensure an integrated approach to SQB academic, sport and character development programs. Through these programs, the program staff will challenge, nurture, and hold accountable SQB youth so that they recognize and fulfill their potential. *We are currently hiring for one Academic Coordinator in Lawrence, MA and one Academic Coordinator in Boston, MA.*

### Responsibilities:

#### Program Delivery: Day-to-Day

- Plan, supervise and direct daily homework help sessions to support students' schoolwork.
- Prepare supplemental activities for students who have completed their homework.
- Plan, supervise and direct impactful and innovative Academic Enrichment activities.
- Plan, supervise and direct team building and leadership activities.
- Create/maintain documentation of team building, leadership, and enrichment activities.
- Ensure a productive and positive environment at SQB by managing student behavior and consistently instilling SQB values.
- Provide students with individual feedback on their progress.
- Manage academic volunteers during homework and academic enrichment sessions.
- Meet with both academic and squash colleagues to develop an integrated approach to work with students.
- Meet with colleagues to coordinate and complete shared responsibilities.

#### Outreach/Engagement

- Monitor students' progress in school by communicating regularly with school staff to determine the best ways that SQB can support a student's success.
- Communicate with parents/guardians to ensure that necessary forms and paperwork are complete.
- Communicate with parents/guardians so that they are aware of their child's progress, feel like part of the SQB community and can support their child's growth and development at home.
- Organize and lead parent/guardian meetings as needed.
- Recruit or assist in recruiting students for SQB program as needed.
- Assist in recruiting and training of academic volunteers.

### Special Event Management

- Recruit, coordinate, and implement summer session program.
- Help students connect to appropriate opportunities such as external summer camps, SAT prep, and employment.
- Identify, organize and participate in community service projects and field trips, including on some Saturdays during the year. Chaperone/drive students for squash events as needed.
- With colleagues, organize and participate in overnight trips for appropriate grade levels.
- Identify and organize workshops or guest speakers on relevant topics throughout the year.
- Organize and/or assist in organizing special events like honor roll dinners.

### Administrative Responsibilities

- Collect and update paperwork for students such as parent/guardian contracts, physicals, report cards and program fees and update these details as well as daily attendance and summer opportunities in the Salesforce database.
- Assist with implementation of program evaluation (T-Reports) as it relates to academic, community service and character education programming.
- Drive students as needed to and from practices, tournaments, matches, summer camps, and other events.
- Maintain classroom to create inviting, productive space for students and prepare classroom for day's activities.
- Manage classroom supplies and daily snacks.
- Plan general weekly/monthly schedule with colleagues and keep appropriate calendars updated.

Relationships: At the heart of SQB mission is the power of transformative relationships (adapted from the Search Institute). Thus, Academic Coordinators should:

- Express care by believing in and encouraging youth and being a dependable, warm source of encouragement.
- Challenge growth by holding youth accountable and maintaining high expectations.
- Provide support by empowering youth and providing guidance and advocacy.
- Share power by respecting, including and collaborating with youth.
- Expand possibilities by connecting youth to opportunities and inspiring and broadening horizons.

*Qualifications: While no one person will embody all of the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences.*

- Bachelors or Associates degree or relevant experience
- Valid driver's license (required) with a clean driving record, and a willingness to drive a 14-passenger van (training provided)
- Ability to work independently and thrive in a fast-paced environment
- Self-motivated and proactive
- Reliable, responsible, disciplined, engaged, self-reflective, and open to receiving and giving feedback
- Strong teamwork, organization, communication, and group facilitation skills
- High energy and willingness to "roll up sleeves" to execute on day-to-day activities
- Ability to relate effectively to diverse groups of people from a variety of backgrounds
- Spanish language proficiency, and prior recent participation in formal diversity training, a plus
- Regular night and weekend hours: ability to regularly work until 7:00 P.M 3-4 days of the week during the school year, as well as weekends 2-3 times per month during the school year.

Compensation:

- Annual salary, starting in the low-mid 40's, commensurate with experience
- Retirement plan with employer matching
- 25.5 paid company holidays and days off plus an additional 20 vacation days (with some restrictions)
- Subsidized health, dental, and vision insurance offered
- Life insurance, disability insurance, a cell phone subsidy, and a public transportation subsidy available

To Apply

To apply, please email your resume and cover letter to: [recruiting@squashbusters.org](mailto:recruiting@squashbusters.org), with the subject line: SquashBusters Academic Coordinator.

*SquashBusters is an equal opportunity employer and strives to reflect the diverse community it serves. SquashBusters is committed to promoting diversity and inclusion and looks to all its staff members to foster and promote its values. We believe in an intersectional approach to diversity, equity, and inclusion, where all of the various forms of oppression are addressed, challenged, and dismantled. Our primary focus is on racism because we live in a society that is so resistant to, and uncomfortable with, discussions of racism*