

## JOB DESCRIPTION:

Academic Coordinator

## REPORTS TO:

Program Director

## STATUS:

Full-time/Exempt

## POSITION SUMMARY

The Academic Coordinator manages the delivery of educational curriculum for high school students with a focus on college and career readiness, and school placement. Your job duties center around tracking academic progress, developing strategies to improve student performance, and collaborating with school administrators, and SquashDrive staff, to ensure student success.

## ABOUT SQUASHDRIVE

SquashDrive enables East Bay students to reach their full academic, athletic, and personal potential. We do this through an integrated program of academic tutoring, squash instruction, and character building. Our goal is to help each student achieve success in middle school, high school, college, and beyond.

## MAIN DUTIES & RESPONSIBILITIES

- Facilitate after-school academic support sessions for 9th-12th graders
- Communicate regularly with teachers, families, guidance counselors, and other stakeholders
- Plan team trips, cultural outings, community service projects, team-building workshops, etc.
- Collaborate on program-wide projects, including fundraising events and squash tournaments
- Track and report key performance indicators
- Assist with transportation when needed

## EXPERIENCE & EDUCATION REQUIRED

- Associate degree or higher in Education, Social Sciences, Psychology, Human Services, or a related field
- CPR/First Aid and AED certification
- Must have a valid driver's license
- Must pass a criminal history background check

## WORK HOURS AND BENEFITS

Work hours are generally Monday-Friday, 10am-7pm, with two Saturday commitments per month. We are committed to staff retention, growth, and personal development. Our investment includes:

- Competitive salaries, commensurate with experience
- Medical insurance
- 401(k) and employer matching
- Generous time off, including up to 20 days of holiday closures, and personal vacation time

## SKILLS REQUIRED

- Ability to inspire, engage and support high school students and families
- Ability to establish and maintain strong relationships with a variety of stakeholders
- Strong verbal and writing communication skills
- Effective time management and organization
- Ability to work independently and collaboratively

## EQUAL OPPORTUNITY EMPLOYER

SquashDrive is an equal opportunity employer committed to an inclusive and welcoming workplace environment, free of discrimination and harassment. We celebrate and support the diverse cultures, perspectives, skills, and experiences within our workforce and our community

If you are interested in this position, please email your resume to [eddie@squashdrive.org](mailto:eddie@squashdrive.org) with subject line “Academic Coordinator.”