

JOB DESCRIPTION:

Squash Coordinator

REPORTS TO:

Program Director

STATUS:

Full-time/Exempt

POSITION SUMMARY

The Squash Coordinator is responsible for managing and improving all elements of squash and fitness instruction for an expanding multi-site operation. Reporting to the Program Director, this person will create a competitive, organized, and fun learning environment for students of all levels from elite to beginner. The ideal candidate will be an inspiring leader, an effective manager, and a strong presence in the local and national squash community.

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

- Manage and evaluate all squash & fitness programming including out-of-school-time instruction, tournament participation, and related programming aimed at improving the level of all students and instilling a love for the sport of squash.
- Cultivate meaningful relationships with SquashDrive students and their families, raising the engagement in squash & fitness wherever possible.
- Track and monitor key student performance metrics including skill level, tournament participation, and other related data aimed at assessing overall performance.
- In collaboration with the Academic Coordinators & Program Director, maintain 100% enrollment capacity, 6th-12th grade, creating recruitment and outreach events throughout the year.
- Maintain a positive relationship within the East Bay and national squash community including college coaches, players, and volunteers.
- Manage all US Squash-sponsored tournaments including the Gold, Silver, and Bronze Tournaments.
- Ensure consistent and active involvement with the Squash and Education Alliance (SEA) initiatives and programming, including their High-Performance Team.

- Provide updates for internal and external stakeholders, including staff, families, SquashDrive Board of Directors, and the general SquashDrive community.
- Obtain and maintain all required certifications and licenses needed i.e., CPR, Coach Pass
- Assist with transportation when necessary

EXPERIENCE & EDUCATION REQUIRED

Candidates should possess the following: experience working with young people aged 12-18; experience coaching squash; experience working with underserved students a plus; demonstrated supervisory and/or leadership experience; strong analytical skills; results-oriented with impeccable attention to detail; experience with tournament and/or event planning a plus. Valid driver's license and ability to drive a van required. Must pass a 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

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 with subject "Squash Coordinator."