



Coordinator of College and Career Position Description

Start Date: September, 2023

Education: College

Location: New Haven, CT

Type: Full-Time

Language: English

Salary/Wage: \$50,000-\$54,000

Squash Haven

Squash Haven was founded in 2007 as an out-of-school time enrichment program for New Haven Public School students. The program 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 inclusive culture. Founded in 2006, Squash Haven has grown from one staff member and 20 5th and 6th grade students to an inspiring community of 160 students in 5th grade through college graduates as well as a full-time staff of seven.

The Coordinator of College and Career Opportunity

The Coordinator of College and Career will support the successful management and implementation of Squash Haven's outstanding college access, persistence, and alumni engagement programs through which 80% of alumni matriculate at colleges and universities ranked in the top 100 in the country. Reporting to and working closely with the Director of College Access and Persistence, the Coordinator will work with 40 high school junior and senior students on all aspects of their college application process; provide ongoing mentorship for 60 college students; and work to build connection with our growing body of young professionals. The successful candidate will bring a passion for working with first generation college students to ensure their success, along with outstanding personal and professional skills.

Key Responsibilities:

- Ensure the school success of current high school students by supporting homework help sessions and working with students individually as needed
- Work with high school students to identify best fit plans for employment or higher education through individual and group sessions
- Plan and co-lead annual college tours as well as other college visits as necessary
- Coordinate and support visits for approximately 30 college admission officers recruiting at Squash Haven annually
- Support the successful completion and submission of college applications, including diversity overnight programs, personal statements, FAFSA, common application, and supplements
- Plan, supervise, and direct impactful and innovative enrichment activities to prepare students for the transition from high school to post-secondary education.
- Help contribute to the success of current college students through regular check ins and academic, personal, and career support as needed
- Track and monitor key student performance metrics including graduation rates, degrees conferred, and financial aid awarded

- Cultivate meaningful relationships with Squash Haven students and their families that enhance their understanding of the college process and Squash Haven's continuing support
- Work to strengthen the college squash pathway for high-potential students, providing individualized student and family support where needed
- Contribute meaningfully to additional program activities as part of a small and collaborative staff including occasional squash and full team events. Areas of additional responsibility could include homework help, community service, and other important program areas and initiatives.

Qualifications and Qualities:

Candidates should possess the following: Bachelor's Degree; commitment to empowering historically marginalized populations and first generation college going students in particular; outstanding organizational and interpersonal skills; interest in building deep staff and student relationships; high level of energy, curiosity, creativity and willingness to grow; demonstrated supervisory and/or leadership experience; strong analytical skills; results-oriented approach with impeccable attention to detail. Valid driver's license and ability to drive a van preferred.

Hours:

- September – mid-June: 10am-6pm
- Mid-June –August: 9am-5pm
- Additional weekend and after hours work as needed, including a week-long college trip annually and 2-3 full weekend events

Salary: Salary/Wage: \$50,000-\$54,000

Vacation & Benefits: Five weeks of vacation and five personal days. A generous benefits plan includes health & dental coverage and a Simple IRA match

Commitment: Expectation of a multi-year commitment, contingent on successful assumption of responsibilities and positive performance reviews

How to Apply: Email resume, cover letter, and contact information for three references to info@squashhaven.org. No calls please.

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.