

High School Academic Coordinator

Racquet Up Detroit

Racquet Up Detroit is an out-of-school youth development program that uses the sport of squash, in combination with academic tutoring, literacy development, fitness education, community service, and mentoring to make a lasting positive impact on the lives of Detroit students. Founded in 2010 through a collaboration with the Squash and Education Alliance (SEA), Racquet Up works with 140 fifth through 12th grade students and 40 post-secondary graduates.

The organization is currently seeking an experienced youth development specialist to fill the full-time role of Academic Coordinator beginning as soon as possible. The High School Academic Coordinator is an essential member of Racquet Up Detroit's program staff. As a member of the program team, they will collaborate with the Program Manager and all program staff to ensure an integrated and holistic approach to Racquet Up Detroit's academic, squash, and character development programs. Responsibilities and expectations include, but are not limited to:

- Design and implement five daily academic tutoring and enrichment sessions, Monday through Friday, during after-school hours, as well as some Saturday sessions
- Design creative and relevant lesson plans and work within a team to achieve over-arching education goals
- Recruit, enroll, and retain new high school students each year
- Collaborate with Graduate Success team to achieve high school graduation and post-secondary education goals
- Manage pre- and post-program logistics, including walking students from school to the program facility, and ensuring a safe and orderly dismissal process
- Build effective relationships with teachers and staff at partner schools through weekly school visits, phone calls, and meetings
- Track students' progress in school by collecting report cards, standardized test scores, and attendance records
- Track program-related data in Salesforce
- Assist with driving students to and from program as needed
- Participate in all weekend activities including community service projects, squash matches, cultural outings, and other field trips
- Build caring, supportive, meaningful relationships with students and their families
- Participate in student/family meetings regarding attendance, attitude, and effort on a regular basis
- Call parents and students on an ongoing basis to communicate positive and constructive feedback about program participation
- Recruit, train, and manage academic volunteers
- Assist with additional tasks as needed

The program operates at Racquet Up's new headquarters at 6530 West Outer Drive.

The ideal candidate will be a high-energy, creative, hard-working, self-starter with strong communication, organizational, and interpersonal skills. Most importantly, candidates should have the ability to inspire young people and build community. Candidates must hold a current driver's license in good standing. Interested candidates should send a resume and cover letter highlighting relevant experience to Fareed Sajan, Program Manager, as an email attachment to fareed@racquetup.org. No phone calls please. Learn more at www.racquetup.org.

Racquet Up Detroit is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, ethnicity, religion, sex, national origin, sexual orientation, disability, or veteran status.