



Job Title: Academic Coordinator
Compensation: \$40,000-\$50,000/year
Location: Pittsburgh, PA

Type: Full Time, In-person
Report To: Executive Director
Start Date: ASAP

Position Summary

Steel City Squash is seeking a driven, innovative Academic Coordinator with a passion for supporting youth and putting them on the path to achieving their higher education goals. This position will primarily be responsible for designing and delivering high-quality out-of-school time academic enrichment to students ranging from 4th grade to 12th grade. Their goals will be centered around enrolling and engaging students in wrap-around services provided by Steel City Squash, ensuring each student is given the attention and support needed to thrive.

About Steel City Squash

Steel City Squash is an out-of-school time program that aims to help each child realize their potential through long-term, rigorous programming in academic enrichment, squash and fitness instruction, and college and career preparation. Steel City Squash is a proud member of the Squash and Education Alliance, which collectively boasts over 2,000 middle and high school participants nationwide, a 97% high school graduation rate and college matriculation rate, and students at some of the top colleges in the nation.

Our team is committed to building deep relationships with our students and to giving each staff member meaningful responsibility in a cooperative working environment. We do our best to foster personal and professional growth, not just in our young people, but in each other as well.

Essential Functions

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 by managing student behavior
- 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

- Recruit and on-board new students.
- Monitor students' progress in school by communicating regularly with school staff.

- 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 Steel City Squash community and can support their child's growth and development at home.
- Organize and lead parent/guardian meetings as needed.
- Recruiting and train academic volunteers.

Summer/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.
- Identify and organize workshops or guest speakers on relevant topics throughout the year.
- Organize and/or assist in organizing special events like awards ceremonies.

Administrative Responsibilities

- Collect and update students and parent/guardian data including enrollment paperwork, physicals, report cards and update these details as well as daily attendance and summer opportunities in the Salesforce database.
- 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.

Qualifications:

- Bachelor's Degree or higher.
- Some experience in youth-serving organization.
- Experience with data management software (e.g. Salesforce).
- Experience with Google Suite platform.
- FBI Clearance, PA Criminal History Clearance, PA Child Abuse Clearance, Driver's History required.
- Valid PA driver's license, comfort, and capacity to drive a 15-passenger bus/van on a regular basis.
- Must be able to work after-school hours and some weekends.

Work Environment and Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities.
- The employee needs sufficient strength, agility and mobility to perform essential functions and supervise youth-focused sports-based program activities in a variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and communicate via computer, phone or other smart device.
- The employee is frequently required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must occasionally drive up to 6 hours at once.

How to Apply:

Please email cover letter and resume to Brad Young, Executive Director, at info@steelcitysquash.org.

Steel City Squash is an equal opportunity employer with a commitment to diversity, equity, and inclusion. We encourage all qualified applicants to apply. No knowledge of squash is necessary for academic or leadership positions.