



About SquashBusters

SquashBusters (SQB) is a 27-year-old sports-based youth development program that uses a combination of squash, fitness, academic support and enrichment, community service, and mentoring to improve the lives of youth in Boston, Lawrence, and Providence. SquashBusters' mission is to challenge and nurture youth in these cities - as students, athletes, and citizens - so that they can recognize and fulfill their greatest potential in life. SquashBusters currently serves 400 middle school, high school, and post-secondary students. Middle and High School Students practice at least three days a week throughout the school year and participate in weekend practices, tournaments, and summer opportunities. After high school graduation, students join the Post-Secondary Support Program, and a dedicated staff team supports them in their chosen post-secondary path, and provides career development, internship placement, and employment opportunities. In Providence, programming takes place at the Gorgi Family Squash and Education Center located on Moses Brown's campus. Our core values are Love, Honesty, Attention, Teamwork and High Standards.

Overview:

The Squash Coordinator is responsible for planning and running squash and fitness programming for SquashBusters' Providence (SQB) middle and high school students. The Squash Coordinator will organize students' participation in squash tournaments, team matches, and summer camps. As a member of the program team, they will collaborate with the Program Director and all program staff to ensure an integrated approach to SQB academic, sport and character development programs. Through these programs, the program staff will challenge, nurture, and hold accountable SQB youth so that they recognize and fulfill their potential.

Responsibilities:

Program Delivery: Day-to-Day

- Plan, supervise, and direct weekday and Saturday squash practices and matches throughout the school year for middle and high school teams.
- Plan, supervise, and direct fitness programming, ensuring it is integrated with the squash and overall program.
- Ensure a productive and positive environment at SQB by managing student behavior and instilling SQB values.
- Provide students with individual feedback about their progress.
- Recruit, manage, and train squash volunteers, ensuring a 4:1 of student to staff/volunteer.
- Meet with both squash and academic colleagues to develop an integrated approach to work with students.

Outreach/Engagement

- Effectively and consistently communicate with parents/guardians to ensure that necessary forms and paperwork are complete and so that families are aware of their child's progress and feel like part of the SQB community.
- Help recruit students and organize tryouts for SQB program as needed.
- Communicate with external coaches and organizations to provide students with opportunities for additional practice, competition, and post-secondary recruitment when applicable.

Special Event Management

- Schedule, organize, and chaperone tournament play, private school matches, varsity team matches, and SEA events.
- Help students connect to appropriate summer squash opportunities.
- Recruit, coordinate and implement SQB summer programming.
- Participate in community service projects and field trips as needed. If appropriate, help organize overnight trips.
- Identify and organize workshops, demo matches, and special fitness training sessions throughout the year.

Administrative Responsibilities

- Collect and update paperwork for students such as parent/guardian contracts and physicals, and update information and daily attendance in Salesforce database.
- Create/maintain documentation of squash and fitness activities as well as weekly/monthly schedules.
- Drive students as needed to and from practice, tournaments, matches, camps, and community service projects.
- Manage athletic equipment inventory; organize and clean up squash closet and locker rooms at end of day.

Relationships: At the heart of SQB mission is the power of transformative relationships (adapted from the Search Institute).

Thus, Squash Coordinators should:

- Express care by believing in and encouraging youth and being a dependable, warm source of encouragement.
- Challenge growth by holding youth accountable and maintaining high expectations.
- Provide support by empowering youth and providing guidance and advocacy.
- Share power by respecting, including and collaborating with youth.
- Expand possibilities by connecting youth to opportunities and inspiring and broadening horizons.

Qualifications: While no one person will embody all of the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences.

- Bachelors or Associates degree or relevant experience, including at least 1 year of squash coaching experience.
- Valid driver's license (required) with a clean record, and willingness to drive a 14-passenger van (training provided).
- Ability to work independently and thrive in a fast-paced environment; self-motivated and proactive.
- Reliable, responsible, disciplined, self-reflective, and open to receiving and giving feedback.
- Strong teamwork, organization, communication, and group facilitation skills.
- High energy and willingness to "roll up sleeves" to execute on day-to-day activities.
- Ability to relate effectively to diverse groups of people from a variety of backgrounds and comfort communicating with family members who primarily speak languages other than English; formal DEI training a plus; multilingual a plus.
- Regular night and weekend hours: ability to regularly work until 7:00 P.M 3-4 days of the week during the school year, as well as weekends 2-3 times per month during the school year.

Compensation:

- Annual salary, starting in the mid 40's, commensurate with experience.
- Retirement plan with employer matching.
- Generous paid time off and company holiday schedule.
- Subsidized health, dental, and vision insurance offered.
- Life insurance, disability insurance, cell phone and public transportation subsidies available.

SquashBusters is an equal opportunity employer and strives to reflect the diverse community it serves. SquashBusters is committed to promoting diversity and inclusion and looks to all its staff members to foster and promote its values. We believe in an intersectional approach to diversity, equity, and inclusion, where all of the various forms of oppression are addressed, challenged, and dismantled. Our primary focus is on racism because we live in a society that is so resistant to, and uncomfortable with, discussions of racism.