

**JOB DESCRIPTION:**

Academic Coordinator

**REPORTS TO:**

Program Manager

**STATUS:**

Part-time/Nonexempt

**ABOUT SQUASHDRIVE**

SquashDrive's mission is to enable East Bay students to reach their full academic, athletic, and personal potential. We do this through an integrated program of academic support, squash instruction, and character building. Our goal is to help each student achieve success in middle school, high school, college, and beyond.

We currently provide gym memberships to our students to play on racquetball courts at the Club at City Center in downtown Oakland, and we've rented nearby classroom space from Cal State East Bay. Additionally, we often utilize squash courts in San Francisco. We operate programming 5 days a week, with frequent weekend events i.e. tournaments, field trips, community service projects, college tours.

**POSITION SUMMARY**

The Academic Coordinator assists with the delivery of educational curriculum for middle and high school students with a focus on school placement, and college and career readiness. In collaboration with the academic team and school staff, job duties center around tracking academic progress, developing strategies to improve student performance, and ensuring academic success. You will also collaborate with all program staff to ensure an integrated approach to academic, athletic and character development.

**MAIN DUTIES & RESPONSIBILITIES****ACADEMIC**

- Help facilitate after-school, year-round academic support for 6th-12th graders i.e. classroom instruction, homework help, tutoring, testing
- Inspire, engage, and support pathways towards academic success
- Support with arranging school visits and support school placement processes
- Develop lesson plans and workshops covering academic needs, current events, college and career readiness, soft and hard skills, etc.
- Arrange team building, leadership, and enrichment activities
- Deliver supplemental programming over school breaks
- Track and report key performance indicators, i.e. attendance and grades
- Manage student behavior and consistently instill our DRIVE values (Dedication, Respect, Integrity, Valiance, Empathy)

**COMMUNICATIONS**

- Utilize social media platforms to expand SquashDrive's web presence and keep our base informed

- Prepare internal and external communications i.e. emails, newsletters, flyers
- Communicate with parents/guardians of programming events, how their students are doing, feel a part of our community, and can support their student's growth and development at home
- Communicate regularly with teachers, families, guidance counselors, admissions officers, and other academic stakeholders
- Monitor progress in school by communicating regularly with school staff to determine the best ways that we can support student success

### **ADMINISTRATIVE**

- Support recruiting process ensuring there's a pipeline for middle and high school program
- Help expand our squash and academic volunteer base
- Work with parents/guardians to ensure that necessary forms and paperwork are complete
- Collaborate on program-wide projects, i.e. special event planning
- Prepare purchase requests i.e. classroom supplies and snacks
- Coordinate travel to and from practices, and special events, including transporting students

### **EXPERIENCE & EDUCATION REQUIRED**

- Associate degree or higher in Education, Social Sciences, Psychology, Human Services, or a related field
- CPR/First Aid and AED certification
- Must have a valid driver's license
- Must pass a criminal history background check

### **WORK HOURS AND BENEFITS**

Work hours are generally Monday-Friday, 3pm-7pm, plus 3 hours of morning meetings per week and two Saturday commitments per month. We are committed to staff retention, growth, and personal development. Our investment includes:

- Competitive salaries, commensurate with experience
- Generous time off, including up to 20 days of holiday closures, and personal vacation time
- A hybrid work environment with the ability to work remotely

### **SKILLS REQUIRED**

- Ability to inspire, engage and support students and families
- Ability to establish and maintain strong relationships with a variety of stakeholders
- Strong verbal and written communication
- Effective time management and organization
- Able to work independently and collaboratively
- Spanish speaking is a plus, but not required

### **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 [info@squashdrive.org](mailto:info@squashdrive.org) with the subject line "Academic Coordinator."