Squash Coordinator (Evanston) | Position Description

Location: Evanston, Illinois | **Type:** Full-Time
Salary: $40,000-$50,000 | **Start Date:** As soon as possible
Reports To: Assistant Director of Squash and Fitness
Education: Bachelor's degree preferred, not required

Overview

MetroSquash combines academic support, competitive squash, and enrichment to empower Chicagoland students to realize their potential. The Evanston Squash Coordinator leads squash and fitness programming for campus students in grades 6-12, using courts at the McGaw YMCA. The role develops players across skill levels while building confidence, teamwork, sportsmanship, and healthy habits.

Key Responsibilities

- Plan and lead engaging squash and fitness sessions for grades 6-12; adapt instruction, drills, and conditioning to students' ages and skill levels.
- Assess skills twice a year, maintain student ladders, and track player goals, attendance, tournament participation, and progress in approved systems.
- Build strong relationships with students and families; communicate schedules, expectations, progress, and participation concerns promptly.
- Collaborate with Evanston staff and other departments on student support, recruitment, retention, family meetings, and daily program transitions.
- Lead Saturday practices every other week and support summer programming, tournaments, clinics, events, and student travel.
- Assist with event logistics, registrations, equipment, and student supervision; guide volunteers, Up2Us coaches, and student workers during programming.
- Maintain safe court practices, organized equipment, and active supervision; follow safety procedures and promptly report incidents and concerns.
- Be a dependable team member: arrive prepared and on time, follow through on commitments, communicate absences and coverage needs promptly, and contribute to shared campus responsibilities.
- Participate in team meetings, required training, and professional development; perform other duties as assigned.

Qualifications

- Bachelor's degree preferred, not required; relevant squash, coaching, and youth-development experience will be considered.
- Ability to teach squash fundamentals and support players with varied experience; experience working with middle and high school students preferred.
- Strong communication and organizational skills, sound judgment, dependability, and a collaborative approach; commitment to student safety and MetroSquash's mission.

Hours

Generally Monday-Friday, 11 a.m.-7 p.m., with adjustments for program needs. Saturday practices every other week are required, along with additional evening and weekend work for tournaments, events, and travel. Schedule flexibility is provided where possible.

Vacation & Benefits

15 vacation days in year one, 20 in year two, and 25 each subsequent year, plus five sick days annually. Benefits include health and dental coverage and SIMPLE IRA matching.

How to Apply

Email your resume and cover letter to careers@metrosquash.org. No calls, please.