



Job Description: Academic and Enrichment Coordinator

The Organization

Established in 2012, Urban Squash Cleveland (USC) promotes the academic success and the physical and mental health of Cleveland youth through intensive educational and enrichment programming, training and competition in the sport of squash, and meaningful connections between youth and caring adults in a nurturing, supportive community. USC also offers the Cleveland Community Squash program, which provides a variety of activities at affordable rates, including access to leagues, lessons, clinics and tournaments. Squash players of all ages and skill levels enjoy the fun-filled environment. USC is a proud member of the US Squash Community Access Network and the Squash and Education Alliance.

Duties and Responsibilities

The organization is currently seeking an experienced educator to fill the role of Academic and Enrichment Coordinator. Responsibilities and expectations include, but are not limited to:

- Lead daily after school academic and enrichment sessions (approximately 3:00pm – 6:15pm) during the school year
- Write creative and relevant lesson plans and work with the Director of Programs and Partnerships to achieve over-arching academic and enrichment goals
- Assist with pre- and post-program logistics, including walking student-athletes from school to USC, ensuring a safe and orderly dismissal process, and driving student-athletes to and from program as needed
- Track student-athletes' attendance and performance in the classroom in Salesforce on a daily basis
- Participate in weekend activities during the school year, including squash competitions, cultural outings, and other field trips as needed
- Travel with student-athletes to tournaments, including up to 4 weekend trips during the school year
- Build effective relationships with teachers and staff at partner schools through school visits, phone calls, and meetings
- Track student-athletes' progress in school by collecting report cards, standardized test scores, and attendance records
- Plan and lead academic and enrichment sessions during June and July summer camps

- Manage classroom supplies for academic and enrichment programming
- Build caring, supportive, meaningful relationships with student-athletes and their families
- Participate in family meetings regarding attendance, attitude, and effort on a regular basis
- Call families on an ongoing basis to communicate positive and constructive feedback about program participation
- Collaborate with the Director of Programs & Partnerships and Squash & Fitness Coordinator to insure that the values being promoted through academic and enrichment activities are aligned and consistent with the values being promoted through squash and fitness activities
- Recruit, train, and manage academic volunteers so they play meaningful roles
- Serve on the Youth Programming Committee and guide members to think strategically about the curriculum and community resources needed for USC to realize its mission
- Assist with additional tasks as needed

Skills and Beliefs

The ideal candidate will be a high-energy, creative, hard-working, self-starter with strong communication, organizational, and interpersonal skills. Most importantly, candidates must have a passion for working with youth, and the ability to inspire them and build community.

Education, Experience, and Requirements

- Bachelor's degree required
- 2+ years working with middle and high school students strongly preferred
- Proficient with Microsoft Office and G Suite
- Ability to work on weekends and evenings as needed
- Valid driver's license required
- FBI/BCI background check required

Compensation and Benefits

- Salary commensurate with experience
- Medical, dental and vision insurance
- Eligible for a \$1,000 retirement contribution annually, after one year of employment

Additional Information

- **Status:** Full-Time; Exempt
- **Reports to:** Director of Programs and Partnerships
- **Schedule:** Year-round, 10:30am - 6:30pm M-F during the school year, including some evenings and weekends. Summer camp schedule is more flexible.
- **Start Date:** Late Summer 2024

Interested candidates should send a resume and cover letter to Jean Koehler, Executive Director, at jean@urbansquashcleveland.org

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