

SQUASHSMARTS

Philadelphia's Award-Winning Youth Mentoring Program



ASSOCIATE DIRECTOR OF COLLEGE & CAREER SUPPORT

Full Time Opportunity

Salary Commensurate with Experience

Employee Health Benefits Available

Applications Now Being Accepted

SquashSmarts is an award winning out-of-school-time youth mentoring program utilizing the sport of squash and academic tutoring. Since 2001, SquashSmarts has provided high quality, high impact programs to students from the School District of Philadelphia. With headquarters in North Philadelphia's Lenfest Center and West Philadelphia's Arlen Specter US Squash Center, SquashSmarts mission is to improve the lives of underserved youth from Philadelphia public schools by providing intensive, long-term academic tutoring and squash instruction, while imparting high standards of personal integrity, health and fitness, and service to the community. SquashSmarts is a 501c3 not-for-profit charitable organization and an equal opportunity employer. SquashSmarts is a founding member of the Squash & Education Alliance and the Philadelphia Youth Sports Collaborative. For more information, please visit www.squashsmarts.org

Position Description

SquashSmarts seeks a highly motivated and qualified individual to serve as its Associate Director of College & Career Support. Candidates should have experience in the college and career process, coupled with strong personal and professional desire to help young adults develop consistent, positive academic and athletic post-secondary opportunities while working closely with the Director of College, Career & Community Support and the Program Staff in a year-round, comprehensive out of school time school program. The individual will be responsible for delivering an annual, intensive, high quality daily college and career counseling curriculum to students & alumni of SquashSmarts. Candidates will utilize office and classroom space at the Lenfest Center (headquarters) as well as Specter Center. Candidate will be responsible for providing support to students as they prepare to leave high school; coordinate meaningful activities and experiences to engage students in giving back to the program, explore college and career options, and monitor and provide mentoring feedback in a developmental academic advising model for each student as they apply to college and career programs.

Specific Responsibilities

College & Career Preparation & Counseling

- One-to-one mentoring for each student to develop clear, individualized post-secondary pathways
- Advising students on the array of options available to 11th-12th graders through a combination of virtual and in-person college/career research and exploration, tours of college campuses and companies, college and career fairs; individuals and group meetings utilizing our network focusing especially on Philadelphia and Pennsylvania-based colleges/universities/companies for tours, admissions visits, and interviews
- Managing, role-modeling, training and providing feedback through mock interviews, college application and essays review, and resume writing and review
- Assisting families with CSS Profile, FAFSA (federal financial aid) and PA State grant process as well as private sector scholarship and grant applications
- Managing financial aid awards and the appeal-based process at selected schools
- Identifying academic scholarship opportunities and stewarding relationships with grant-making and scholarship partners and families
- Monitoring Student Aid Index, Pell Eligibility and tracking college acceptances and awards
- Conduct family counseling sessions to evaluate each student's and family's expectations, best fit and goals/outcomes for college and career

- Cultivating and maintaining relationships with college counselors at each student's local High Schools to ensure consistent, parallel support services
- Cultivating and maintaining working relationships with admissions staff at College & Universities that meet the various skills, interests, GPAs and selection criteria of our students
- Providing college and post-secondary life-skills curriculum and senior-to-alumni transition events including financial literacy, loan counseling, campus & career orientation, class registration, and best practices for time management and study skills in college
- Cultivating and maintaining relationships with public and private sector Workforce Development programs that provide non-traditional post-secondary options
- Meet regularly with Director of College, Career & Community Support to ensure objectives are met with regard to attendance, check-ins, opportunities, reporting measurements, post-secondary enrollment, retention, success, and areas of growth

Data Management

- Maintain current contact information, school/employment records, graduation pathway & post-secondary data in Salesforce
- Arrange local/regional college and career visits to meet with students in-person
- Track status/completion of college and career applications, acceptances, enrollment decisions, financial aid, and general check-list of college/career process through Salesforce
- Track additional data to ensure complete record-keeping re: events, attendance, relationships, school progression, internships, work history, and volunteerism.

Qualifications

- ✓ Candidates must have proven planning, communication, presentation, writing, analytic and interpersonal skills
- ✓ Bachelor's Degree (BA/BS or equivalent international degree)
- ✓ Fluency in English
- ✓ Extensive knowledge of and experience with Microsoft Office and Google Drive required
- ✓ Must be an experienced driver with valid U.S. driver's license
- ✓ Must pass a state and federal criminal background screening
- ✓ Must be physically capable of standing/sitting/moving for extended periods of time
 - tasks (lifting, exercising, coaching, tutoring, driving, etc.)
- ✓ Non-U.S. citizen applicants must hold appropriate working papers valid for at least two years
- ✓ Acceptance of SquashSmarts at-will employment agreement & Handbook policies

Additional Qualifications Preferred

- Fluency in Spanish
- Knowledge of / experience with the game of Squash & College Athletics a plus but not required

Generally Schedule

- Typical weekly employment hours: Monday-Thursday 10:00am-6:30pm and either Friday 10:00am-6:30pm or Saturday 9:00am-3:00pm plus assistance with additional weekend/evening events as needed.

To Apply

Please email cover letter, resume and three (3) professional references (include full name, phone #, institution and relationship to candidate) to: Jeanie Shanahan, Executive Assistant info@squashsmarts.org

***SquashSmarts is a Founding Member of the Squash + Education Alliance
SquashSmarts is a Founding Member of the Philadelphia Youth Sports Collaborative***

SquashSmarts Awards + Recognition + Industry Honors

2024 Grant Award Recipient, The Carnegie Foundation
2021 Nonprofit Leadership Accelerator Program, BridgeSpan
2019 Project Play Champion, The Aspen Institute
2019 Trailblazer Gala Award for Character, Philadelphia Outward Bound
2019, 2016, 2013 & 2010 Grant Award Recipient, The Pew Charitable Trusts
2018 Evaluation Capacity Building Initiative Participant, The Pew Charitable Trusts
2018 International Youth Federation, United Nations Global Sustainability Goals Project Participant
2018 Mayor's Task Force Initiative, Philadelphia Youth Sports Collaborative
2017 Philadelphia Community Grant Award, Insurance Industry Community Foundation
2016 GSK Community IMPACT Award Winner, GlaxoSmithKline
2016 Youth Coach of the Year: Tempest Bowden, '08, The Philadelphia Coaches Conference
2016 National Coach of the Year: Tempest Bowden '08, Up2Us Sports Coach Across America
2013 STRIVE Organization of the Year, National Council of Youth Sports & AIG
2012 "Let's Move!" Anti-Obesity Initiative, Host to Michelle Obama and 35 US Mayors
2010 Robert P. Levy Service Award, The Philadelphia Sports Congress
2009 Champion-in-Action Award for Youth Programs, Citizens Bank, NBC10, The Philadelphia Inquirer
2009 Founding Member, Philadelphia Youth Sports Collaborative <https://pysc.org/>
2005 Founding member, Squash & Education Alliance <https://squashandeducation.org/>

SquashSmarts Student Video Testimonials

SquashSmarts: The Program (2007)

<https://www.youtube.com/watch?v=uqbMLSs-RDY>

SquashSmarts Equals by Alkemy X (2015)

<https://www.youtube.com/watch?v=R6Ky2ILkDTM>

SquashSmarts 20 Anniversary (2021)

<https://www.youtube.com/watch?v=P6BJ36XHcPA>



SquashSmarts is Giving Kids Their Best Shot®