

SQUASHSMARTS, INC.

Keeping Kids In School + In Shape + On Track for Graduation



Community Program Director

Full Time Opportunity

Salary: Commensurate with Experience

Benefits: Employee Health and Retirement Benefits Available

Posted: January 2023

Deadline: Open Until Filled

Position start date: Upon hire

SquashSmarts is an award winning out-of-school-time urban youth enrichment program utilizing the sport of squash and academic tutoring. Since 2001, SquashSmarts has been providing high quality, high impact programs to girls and boys from the School District of Philadelphia's public schools. 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. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. SquashSmarts is a founding member of the Squash & Education Association and the Philadelphia Youth Sports Collaborative. For more information, please visit: www.SquashSmarts.org

Community Program Director

The Community Program Director is a unique opportunity for a well-qualified person with youth program experience to join a team and to effectively guide young people in Philadelphia schools and communities. Working predominantly with 1) elementary and middle school students (K-8th grade) and 2) members of our partner school communities, the candidate's primary responsibilities are to engage and recruit students from our partner schools, support our year-round education programs, and assist the team in expanding our community services as a Community Access Network site for US Squash. The individual will work in tandem with the Middle School Academic and Squash Directors to engage and recruit cohorts of 40-50 students who are chosen from School District of Philadelphia (SDoP) partner schools in North Philadelphia's Hunting Park and West Philadelphia's Mantua Promise area. The individual will collaborate closely with the full program staff to ensure strong relations with all students, school personnel, and community members; recruit new students annually; manage relationships with gym and community personnel at core schools, and help build programs to be delivered through the Lenfest Center Community Access opportunities; as well as track student recruitment leads via Salesforce.

Candidates with fluency in Spanish will be given strong preference. Candidates also should have strong speaking, writing, presentation, and interpersonal skills and hold a BA/BS or have equivalent work experience. Interdisciplinary skills or coursework in youth programming or community-based organization experiences are a plus. Hours of employment are full-time, with weekly schedules based on school visits/in-school sessions per the school schedule and needs of SquashSmarts community programming, not to exceed 40 hours. Additional events throughout the year will require participation beyond regular expected hours.

Specific Responsibilities:

1. Design and lead weekday gym and recruitment sessions in partner schools
2. Support cohort leads in creating comprehensive recruitment plan
3. With cohort leads, implement and manage relationships between school partners, families, and program;
4. Maintain recruitment lead records on SalesForce to monitor conversion to core program
5. Communicate and meet frequently with partner school teachers and community liaisons
6. Create and organize on-site SquashSmarts field trips for partner school students as part of recruitment efforts
7. Recruit community members to serve as volunteer tutors
8. Assist Director of Community Support with building up community offerings through new community access network site

Assist With The Following:

1. Program-wide recruitment, retention and relations with all students and alumni
2. Provide information relevant to lead to student conversion and other community initiatives
3. Prepare reports and updates for website, email and other printed materials on community initiatives as needed
4. Assist with special networking and fundraising events
5. Assist with chaperoning SquashSmarts' events (tournaments, service events, etc)

Additional Job Preferences:

1. Spanish fluency
2. Extensive knowledge of and experience with Microsoft Office and Google Suite required; experience with SalesForce is beneficial
3. Must be an experienced driver with valid U.S. driver's license
4. Must pass a state and federal criminal background screening
5. Must be physically capable of standing/sitting/moving for extended periods of time or completing tasks (lifting, exercising, coaching, tutoring, driving, etc.)
6. Non-U.S. citizen applicants must hold appropriate working papers valid for at least two years.

Position start date: Upon completion of background clearances and offer of employment.

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

SquashSmarts Awards, Recognition & Industry Leader

2021 Nonprofit Leadership Accelerator Program, BridgeSpan
2019 Project Play Champion, The Aspen Institute
2019 Trailblazer Gala Award for Character, Philadelphia Outward Bound
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, 2013 & 2010 Grant Award Recipient, The Pew Charitable Trusts
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 Video Testimonials

"SquashSmarts Equals" by Alkemy X

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

"The SquashSmarts Program" by Shooters, Post & Transfer

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



**SquashSmarts is Giving Kids Their Best
Shot[®]**