SQUASHSMARTS AFTERSCHOOL PROGRAM

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

Position: Director of Programming

Hours: Full Time Opportunity
Salary: Commensurate With Experience
Compensation: Employee Health Benefits Available
Applications: Now Being Accepted

SquashSmarts, Philadelphia's only urban youth enrichment afterschool program utilizing the sport of Squash and Academic Tutoring, seeks an experienced individual to serve as a **Director of Programming**. SquashSmarts is a high-quality, high impact out-of-school-time youth program operating out of North Philadelphia's Lenfest Center and West Philadelphia's Drexel University. *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."* Established in 2001, SquashSmarts is a 501c3 not-for-profit charitable organization and an equal opportunity employer. SquashSmarts is a founding member of the National Urban Squash & Education Association and the Philadelphia Youth Sports Collaborative. For more information, please visit: www.SquashSmarts.org

Director of Programming

SquashSmarts seeks a highly-qualified man or woman with a minimum of two years leadership experience in team building, staff management and program development in the non-profit or corporate sector coupled with strong personal and professional desire to help young children develop consistent, positive academic and athletic opportunities to work closely with the Executive Director, Program Staff and Board of Directors to lead a year-round, comprehensive out of school time school program. The individual will be responsible for managing a team of Academic and Squash Directors, a corps of Community Volunteers, and a group of Strategic Partners to deliver an annual, intensive, high quality daily academic, squash, and life skills curriculum to 150 girls and boys in grades 6-12. SquashSmarts utilizes 8 international squash courts at the Lenfest Center (headquarters) and 5 international squash courts at Drexel University. Candidates must have proven leadership, planning, communication, presentation, writing, analytic and interpersonal skills, hold a BA/BS (or equivalent international degree), be fluent in English, and hold U.S. work-papers. International applicants must hold a U.S. green card. 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.

Specific Responsibilities include:

1. Manage team of six (6) full-time Program staff including training, oversight, support, scheduling and evaluation;
2. Ensure proper processes are in place to recruit, train and support part-time Program staff (Interns, Coaches, Volunteers, etc);
3. Oversee planning and execution of Daily Student Programs & Events to ensure delivery of high quality instruction;
4. Coordinate the organization's annual Calendar of Student Program Activities & Events;
5. Ensure consistent training, review and implementation of Student Program Expectations, Rewards & Consequences;
6. Lead weekly Program Staff meetings, monthly Program Staff Reports and one annual Program Staff Retreat;
7. Collaborate with Program Staff on recruiting/retention efforts in Partner Schools to meet program capacity;
8. Facilitate and ensure strong relationships between Program Staff, Students, Families and Volunteers;
9. Assist with planning and management of organization's Program Budget;
10. Assist in creation and distribution of Program Communications via email, newsletter, website, etc;
11. Serve as member of organization's Leadership Team alongside Community Impact Director and Development Director.

Administrative Responsibilities include:

1. Oversee the use and integrity of Student Program data and reports in the SalesForce database;
2. Provide regular updates to Executive Director regarding student enrollment, retention, success, and areas of growth;
3. Create Annual Report and present to Board of Directors at conclusion of fiscal year;
4. Assist with managing membership/participation in National Urban Squash & Education Association;
5. Assist with managing membership/participation in Philadelphia Youth Sports Collaborative;
6. Assist Community Impact Director and Director of Development.

Additional Job Requirements:

1. Extensive knowledge of and experience with Microsoft Office required;
2. Must be an experienced driver with valid U.S. driver's license;
3. Must pass a state and federal criminal background screening;
4. Must be physically capable of standing/sitting/moving for extended periods of time; tasks (lifting, exercising, coaching, tutoring, driving, etc.);
5. International applicants must hold a U.S. green card.

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