

SQUASHSMARTS, INC.

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

DIRECTOR OF SQUASH & FITNESS

Full Time Opportunity

Salary: Commensurate with Experience

Benefits: Employee Health Benefits Available

Posted: March 2020

Deadline: Open Until Filled

Ideal Start Date: July 2020



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 most under resourced public schools. With headquarters in 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." 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

The Director of Squash & Fitness position is a unique opportunity for a highly-qualified man or woman with squash playing/coaching experience and the passion, character, and personality to effectively guide and mentor young people from under-resourced communities. Primary responsibility is to deliver a year-round squash, health and fitness curriculum to a cohort of 40-60 students. The individual will report to the Senior Squash Director, collaborate with the full-time Program Staff in squash and academics, and manage part-time coaches, volunteers and partners to create a year-round squash, health and fitness curriculum for 150 girls and boys. SquashSmarts provides programming for students in both North and West Philadelphia. Candidates must have proven leadership, 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. Lead daily squash and fitness practice sessions with primary focus on group instruction, fitness, nutrition, and behavior;
2. Build and maintain excellent relations with inner-city public school students and families through constant communication;
3. Recruit local players(amateurs and professionals) to serve as daily volunteer instructors;
4. Collaborate with program staff and volunteers to ensure a fully integrated squash curriculum with an ideal on-court adult-to-student instructional ratio of 1 volunteer for every 2-4 students;
5. Help recruit, track and maintain a new class of 20 inner-city public school students per year;
6. Design, implement and manage squash program calendar, including team and tournament competition;
7. Record, track and evaluate daily attendance, behavior, progress and fitness testing for all students;Facilitate and ensure strong relationships between Program Staff, Students, Families and Volunteers;
8. Communicate and meet with school district coaches, teachers, counselors and administrators;
9. Communicate and meet with parents/guardians to monitor student performance;

10. Manage student participation in local junior tournaments and summer squash/fitness camps;
11. Manage student participation in local and national tournaments;
12. Manage squash, health and fitness equipment and uniforms;
13. Prepare squash, health, and fitness program reports;
14. Manage two in-house US Squash junior tournaments;
15. Manage summer camp participation squash and fitness related.
16. Manage relationships with local and national squash partners(SEA, US Squash, PSRA).
17. Serve as a spokesperson and ambassador in the Philadelphia community for the program's mission;

Administrative Responsibilities include:

1. Input Student Program data in SalesForce database;
2. Present updates to Senior Squash & Fitness Director;
3. Assist with high school placement process;
4. Attend special networking and professional development events;
5. Attend/assist with special events and projects as needed.

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. Non-U.S. citizen applicants must hold appropriate working papers valid for at least two years.

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

2018 International Youth Federation, United Nations Global Sustainability Goals Project Participant

2018 Philadelphia Youth Sports Collaborative Mayor's Task Force Initiative

2018 Pew Charitable Trust Evaluation Capacity Building Initiative Participant

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, The Philadelphia Coaches Conference

2016 National Coach of the Year, Up2Us Sports Coach Across America

2013 STRIVE Organization of the Year, National Council of Youth Sports & AIG

2012 Host to Michelle Obama "Let's Move!" Anti-Obesity Initiative

2010 Robert P. Levy Service Award, The Philadelphia Sports Congress

2009 Champion-in-Action Award for Youth Programs, Citizens Bank, NBC10, The Philadelphia Inquirer

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>