SQUASHSMARTS, INC.

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

DIRECTOR OF HIGH SCHOOL ACADEMICS

About SquashSmarts

SquashSmarts is an award-winning urban youth mentoring program dedicated to improving the lives of underserved youth from Philadelphia public schools. SquashSmarts builds deep, long-term relationships with each of our students following them through middle school, high school, college and career in order to provide the highest quality long-term mentoring through academic tutoring and squash-and-fitness instruction. Our staff teach and impart high standards of personal integrity, health and fitness, and service to the community through programs that run six days per week afterschool, on weekends and during the summer at SquashSmarts two state-of-the-art facilities, the Lenfest Center in North Philadelphia and Arlen Specter US Squash Center in West Philadelphia.

SquashSmarts is a 501c3 not-for-profit charitable organization and an equal opportunity employer. SquashSmarts is a founding member of The Philadelphia Youth Sports Collaborative and the Squash + Education Alliance. For more information please visit www.SquashSmarts.org

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The Position

The Director of High School Academics is a unique opportunity for a well-qualified individual with classroom management experience to join a team and effectively guide young people from under resourced schools and communities.

- Full Time Opportunity
- Salary Range: $50,000-$60,000 per year Commensurate with Experience
- Benefits: Employee Health Benefits Available
- Headquarters: North Philadelphia's Lenfest Center
- Time Line: Posted July 2026; Open Until Filled
- Anticipated Start Date: August/September
- Reports to: Director of Programming

Primary responsibilities are to recruit, engage, mentor and lead a cohort of forty (40) students that matriculate from SquashSmarts' School District of Philadelphia (SDoP) partner schools in North Philadelphia's Hunting Park. The individual will partner with the SquashSmarts Director of Squash & Fitness to lead the cohort and collaborate closely with the full time program staff to ensure strong relations with all students, families, teachers, volunteers and partners.

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Individual will creatively design and deliver an intentional, year-round academic curriculum focusing on core fundamental skills; manage high school course rigor and special opportunities; support college and career preparation; and track student progress via the organization's student metric and evaluation system. Fluency in Spanish is strongly preferred for this position in order to best support our students and families.

Candidates should also have strong speaking, writing, planning, organization, presentation, and interpersonal skills and hold a BA/BS or equivalent international degree. Interdisciplinary skills or coursework in education, childhood development, or community-based organization experiences are a plus. Familiarity with online instruction is also a plus as individuals will from time to time assist students with navigating online platforms.

Typical weekly hours of employment are (September-June) Monday through Thursday 10:00am-6:30pm and either Friday or Saturday; and (July-August) Monday through Friday 9:00am-4:00pm. Additional events throughout the year will require participation beyond regular expected hours.

Core Responsibilities

- ✓ Design and lead weekday/weekend academic tutoring sessions focusing on homework help but also including non-homework based reading, writing, organization and interpersonal skill instruction;
- ✓ With Academic and Program team, design, implement and manage year-round academic calendar;
- ✓ Communicate and meet with students, parents/guardians to monitor performance;
- ✓ Communicate and meet frequently with SDoP partner school teachers and counselors;
- ✓ Manage student transportation from SDoP partner school in tandem with program staff;
- ✓ Recruit and maintain daily Volunteer Tutors from the greater Philadelphia community;
- ✓ Record daily student evaluation in the areas of attendance, behavior, progress and performance and evaluate data using measurement metrics;
- ✓ Manage high school rigor and special academic opportunities through network of public and private school partners (test prep, summer academic/pre-college programs, etc.);
- ✓ Organize enrichment outings including cultural events, performances, museum trips;
- ✓ Partner with educational and cultural institutions as needed to enhance programming;

Assist With The Following

- Program-wide recruitment, retention and relations with all students and alumni;
- Provide information relevant to academic-focused grant applications;
- Prepare academic reports and updates for website, email and other printed materials;
- Organize academic summer enrichment opportunities;
- Assist with special networking and fundraising events;
- Assist with chaperoning non-academic events (tournaments, service events, etc)

Additional Requirements

- Extensive experience with Microsoft Office required and experience with SalesForce a plus;
- Must be experienced driver with valid US license willing to transport students in company van;

- Must pass state and federal criminal background screenings;
- 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.

To Apply: Candidates please email (a) cover letter, (b) resume and (c) three (3) professional references including full name, phone #, institution, and relationship to candidate, to: Ms. Megan Hannah, Executive Assistant & Office Manager info@squashsmarts.org

SquashSmarts Awards & Recognition

2024 Community Grant Award, The Carnegie Corporation of New York
2021 Nonprofit Leadership Accelerator Program, BridgeSpan
2019 Project Play Champion, The Aspen Institute
2019 Trailblazer Gala Award for Character, Philadelphia Outward Bound
2018 International Youth Foundation, 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
2016, 2009, 2003 Grant Award Recipient, The Philadelphia Phillies Charity Award
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

"This Is SquashSmarts" by Scott Whitman
https://youtu.be/tOX4oLE8oyw

"SquashSmarts Equals" by Alkemy X
https://www.youtube.com/watch?v=R6Ky2lLkDTM

"The SquashSmarts Program" by Shooters, Post & Transfer
https://www.youtube.com/watch?v=uqbMLSs-RDY

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SquashSmarts is Giving Kids Their Best Shot®