



Director of College and Career

Start Date: September, 2024

Squash Haven

Squash Haven was founded in 2007 as an out-of-school time enrichment program for New Haven Public School students. The program uses the sport of squash, in combination with academic tutoring, literacy development, fitness education, community service, college access and persistence, and career development to empower and make a lasting difference in the lives of New Haven young people. Team members thrive in our student-centered environment that also features individual relationships, a close and collaborative staff and inclusive culture. Founded in 2006, Squash Haven has grown from one staff member and 20 5th and 6th grade students to an inspiring community of 175 students in 5th grade through college, a growing community of program alumni, and a full-time staff of eight.

The Director of College and Career Opportunity

The Director of College and Career will support the successful management and implementation of Squash Haven's outstanding college access, persistence, career, and alumni engagement programs through which 80% of alumni matriculate at colleges and universities ranked in the top 100. The ultimate goal of the College and Career department is to support team members to complete post-secondary education and prepare for a meaningful career. Reporting to the Program Director and serving as one of three senior staff, the Director will support 30-40 high school juniors and seniors on all aspects of their college preparation and application process; provide ongoing academic, personal, and career mentorship for 60 college students; and work to support and build connections with our growing body of young professional alumni. The Director will manage and work closely with the Coordinator of College and Career and will work collaboratively and across departments with a small and close-knit staff team. The successful candidate will bring experience working with first generation college students to ensure their success along with outstanding personal and professional skills. This is an exciting opportunity to make an immediate and lasting impact in one of Squash Haven's most critical program areas, with the Director building on the work and success of an initial Director who in eight years built our access, persistence, career and alumni programs.

Key Responsibilities:

College Access:

- Ensure the school success of current high school students by supporting homework help sessions and monitoring school progress and performance
- Lead meaningful enrichment sessions that educate students about college access, affordability, and the value of higher education that help them identify best fit schools and pathways
- Plan and co-lead annual spring and summer college tours as well as other college visits as necessary
- Coordinate visits for approximately 30 college admission officers recruiting at Squash Haven annually
- Support the successful completion and submission of college applications, including standardized test prep, diversity overnight programs, personal statements, FAFSA, common application, and supplements
- Oversee the submission of Squash Haven recommendations for all applicants and the submission of New Haven Promise and other scholarship applications
- Work to strengthen the college squash pathway for high-potential students, providing individualized student and family support where needed

College Persistence:

- Plan, supervise, and direct impactful and innovative enrichment activities to prepare students for the transition from high school to post-secondary education
- Contribute to the success of current college students through regular check ins and academic, personal, and career guidance and support
- Support college students to utilize campus resources to further their success
- Provide counsel for students and families with financial aid questions and concerns
- Cultivate meaningful relationships with Squash Haven students and their families that enhance their understanding of the college process and Squash Haven's continuing support

Career:

- Support students to present as compelling internship and job candidates through the provision of in-house support and connections with career offices and other opportunities for professional development
- Identify potential internship and career opportunities that could benefit Squash Haven students
- Develop prospective networking relationships; commit to ongoing learning about career trends and developments

Alumni:

- Provide one to two annual alumni events to enable connection with current students or collegians and/or that foster continued connections to community
- Support Squash Haven alumni pursuing graduate school or who seek additional mentorship
- Communicate actively with alumni about important program developments

Overall:

- Identify and connect students to additional opportunities including external summer programs, internships, and full-time employment
- Track and monitor key student performance metrics including attendance, graduation rates, degrees conferred, and financial aid awarded
- Contribute meaningfully to additional program activities as part of a small and collaborative staff including occasional squash and full team events. Areas of additional responsibility could include homework help, community service, and other important program areas and initiatives.

Qualifications:

- Bachelor's Degree
- Five years of related management experience, preferably in college counseling and/or college admission
- Knowledge and understanding of college admission and financial aid application processes, trade and vocational programs a plus
- Outstanding written and verbal communication skills
- Commitment to empowering first generation college students
- Strength in relationship building with people from a variety of backgrounds, including students, families, college admission representatives, and prospective employers, among others
- Ability to manage effectively through the provision of active and ongoing feedback, support, and accountability
- High personal standards for effort, commitment, character, and performance
- Impeccable attention to detail
- Valid driver's license with a clean driving record and ability to drive a van preferred
- Spanish language proficiency a plus

Hours:

- September – mid-June: 10am-6pm
- Mid-June –August: 9am-5pm
- Additional weekend and after hours work as needed, including a week-long college trip annually and several full weekend events

Compensation and Benefits:

- Annual salary between \$65,000-\$80,000, commensurate with experience
- Retirement plan with employer match
- Five weeks of vacation, five personal days, and most national holidays
- Subsidized health and dental coverage available
- Life and disability insurance benefit, cell phone and parking subsidy

Commitment: Squash Haven values deep long-term work with youth, with staff retention a critical component of student success. We provide ongoing opportunities for staff to grow and thrive and expect a multi-year commitment, contingent on successful assumption of responsibilities and positive performance reviews.

How to Apply: Email resume, letter of interest, and contact information for three references to Executive Director Julie Greenwood, julie@squashhaven.org. No calls please.

Squash Haven is an Equal Opportunity Employer. We do not tolerate workplace discrimination or harassment of any kind. All employment decisions are made based on ability and qualifications of applicants for the particular position and are made without regard to race, color, religion, sex, national origin, gender identity, political affiliation, sexual orientation, marital status, disability, age, military service, or other applicable legally protected characteristics. Squash Haven encourages all interested applicants to apply to join our team.