



Coordinator 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 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 Coordinator of College and Career Opportunity

The Coordinator 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 in the country with the ultimate goal of completing post-secondary education and preparing for a meaningful career. Reporting to and working closely with the Director of College and Career, the Coordinator will work with 30-40 high school junior and senior students on all aspects of their college 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 successful candidate will bring a passion for working with first generation college students to ensure their success, along with outstanding personal and professional skills.

Key Responsibilities:

- 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 as needed, diversity overnight programs, personal statements, FAFSA, common application, and supplements
- 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 support
- 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
- Cultivate meaningful relationships with Squash Haven students and their families that enhance their understanding of the college process and Squash Haven's continuing support
- Plan and coordinate alumni events that foster continued connections to community

- 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
- Commitment to empowering first generation college students
- Strong teamwork, organization, communication, and group facilitation skills
- Interest in building deep staff and student relationships
- High level of energy, curiosity, creativity and willingness to grow
- Ability to work independently and thrive in a fast-paced environment
- Impeccable attention to detail
- Growth mindset, ability to receive critical feedback
- 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 2-3 full weekend events

Compensation and Benefits:

- Annual salary between \$50,000-\$55,000, 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.