



Program Coordinator Position Description

Start Date: November, 2023

Education: College

Location: New Haven, CT

Type: Full-Time

Language: English

Salary/Wage: \$50,000-\$54,000

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 160 students in 5th grade through college graduates as well as a full-time staff of seven.

The Program Coordinator Opportunity

The Program Coordinator will support the successful management and implementation of Squash Haven's outstanding academic enrichment program. Reporting to and working closely with the Program Director, the Coordinator will add to the strength of our daily teaching team while assuming responsibility for additional program initiatives. The successful candidate will bring a passion for working with young people within and beyond the classroom students to ensure their success, along with outstanding personal and professional skills.

Key Responsibilities:

- Plan and teach meaningful, high energy, and fun daily homework, academic enrichment, and sessions to middle and high school team members
- Lead our student recruitment efforts, including building school relationships; coordinating school visits; coordinating Open House and tryouts logistics; family outreach; and student onboarding
- Manage student and family data and annual forms completion
- Manage school academic performance and related data entry for all team members
- Coordinate family engagement, including program outreach and communication, family gatherings, and individual family meetings
- Oversee other important aspects of program administration, including attendance follow ups, transportation, and daily snack
- Collaboratively plan and support community service and health and wellness programs, which include 5-10 hours of activities per student per year
- Build caring, supportive, and meaningful relationships with students and families
- Collaborate on and participate in additional program activities as part of a small and collaborative staff including periodic squash and full team events.

Qualifications and Qualities:

Candidates should possess the following: Bachelor's Degree; commitment to empowering historically marginalized populations; outstanding organizational and interpersonal skills; interest in building deep staff and student relationships within and beyond the classroom; high level of energy, curiosity, creativity and willingness to grow; results-oriented approach with impeccable attention to detail. Valid driver's license and ability to drive a van preferred.

Hours:

- September – mid-June: 10am-6:30pm
- Mid-June –August: 9am-5pm
- Occasional weekend and after hours work as needed, including 2 full weekend events

Vacation & Benefits: Five weeks of vacation and five personal days. A generous benefits plan includes health & dental coverage and a Simple IRA match

Commitment: Expectation of a multi-year commitment, contingent on successful assumption of responsibilities and positive performance reviews

How to Apply: Email resume, cover letter, and contact information for three references to 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.