



Teacher and College Access Coordinator Position Description

Start Date: September 8th, 2025

Education: College

Location: New Haven, CT

Type: Full-Time

Language: English

Salary: minimum \$53,000, commensurate with experience

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. Squash Haven has grown from one staff member and 20 5th and 6th grade students to an inspiring community of 170 students in 5th grade through college graduates as well as a full-time staff of seven.

The Teacher and College Access Coordinator Opportunity

The Teacher and Coordinator will support the successful management and implementation of Squash Haven's outstanding academic enrichment and college access programs. Reporting to and working closely with the Program and College and Career Directors, 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 (approx. 75%)

- Plan and teach meaningful, high energy, and fun daily homework support sessions, academic enrichment, and sessions to middle and high school team members
- Support the college, private school and summer placement efforts with duties that will include (among other related tasks) working with students on personal statements, scholarship applications, visits, and writing recommendations
- Oversee the development and implementation of social media strategy and content
- Manage student and family data and annual forms completion
- Manage school academic performance and related data entry for all team members
- Oversee other important aspects of program administration, including but not limited to: attendance follow ups, transportation, and purchase of snacks
- Build caring, supportive, and meaningful relationships with students and families
- Collaborate on program activities as part of a small staff

Additional (and some seasonal) Responsibilities (approx. 25%):

- Provide direct support for additional projects at the request of the Program and Executive Directors
- Coordinate family engagement, including program outreach and communication, family gatherings/celebrations, and individual family meetings

- In conjunction with our squash staff, plan our student recruitment efforts, including building school relationships; coordinating school visits; coordinating Open House and tryouts logistics; family outreach; and student onboarding
- Plan and support community service and health and wellness programs, which include 5-10 hours of activities per student per year
- Staff 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, verbal, written, 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 with option for hybrid morning work
- 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 as well as some but not all national holidays. A generous benefits plan includes health & dental coverage and a 3% 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 info@squashhaven.org.

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.