

SQUASHSMARTS, INC.

POSITION AVAILABLE

Director of Squash & Fitness



Full-Time Opportunity
Salary Commensurate with Experience
Employee Health Benefits Available
Applications Must be Received by May 1, 2020

SquashSmarts, Philadelphia's only urban youth enrichment after school program utilizing the sport of Squash and Academic Tutoring, seeks an experienced individual to serve as a Director of Squash & Fitness. SquashSmarts is a high-quality, high impact out-of-school-time youth program operating out of North Philadelphia's Lenfest Center and West Philadelphia. SquashSmarts mission is to improve the lives of underserved youth from Philadelphia public schools by providing intensive, long-term academic tutoring and squash instruction while imparting high standards of personal integrity, health and fitness, and service to the community." Established in 2001, SquashSmarts is a 501c3 not-for-profit charitable organization and an equal opportunity employer. SquashSmarts is a founding member of the National Urban Squash & Education Association and the Philadelphia Youth Sports Collaborative. For more information, please visit: www.SquashSmarts.org

The Director of Squash & Fitness position is a unique opportunity for a highly-qualified man or woman with squash playing/coaching experience and the passion, character, and personality to effectively guide and mentor young people from under-resourced communities. Primary responsibility is to deliver a year-round squash, health and fitness curriculum to a cohort of 40-60 students. The individual will report to the Senior Squash Director, collaborate with the full-time Program Staff in squash and academics, and manage part-time coaches, volunteers and partners to create a year-round squash, health and fitness curriculum for 150 girls and boys. SquashSmarts provides programming for students in both North and West Philadelphia. Candidates must have proven leadership, communication, presentation, writing, analytic and interpersonal skills, hold a BA/BS (or equivalent international degree), be fluent in English, and hold U.S. work-papers. International applicants must hold a U.S. green card. Typical weekly employment hours: Monday-Thursday 10:00am-6:30pm and either Friday 10:00am-6:30pm or Saturday 9:00am-3:00pm, plus assistance with additional weekend/evening events as needed.

Specific Responsibilities:

1. Lead daily squash and fitness practice sessions with primary focus on group instruction, fitness, nutrition, and behavior;
2. Build and maintain excellent relations with inner-city public school students and families through constant communication;
3. Recruit local players(amateurs and professionals) to serve as daily volunteer instructors;
4. Collaborate with program staff and volunteers to ensure a fully integrated squash curriculum with an ideal on-court adult-to-student instructional ratio of 1 volunteer for every 2-4 students;
5. Help recruit, track and maintain a new class of 20 inner-city public school students per year;
6. Design, implement and manage squash program calendar, including team and tournament competition;
7. Record, track and evaluate daily attendance, behavior, progress and fitness testing for all students;

8. Communicate and meet with school district coaches, teachers, counselors and administrators;
9. Communicate and meet with parents/guardians to monitor student performance;
10. Manage student participation in local junior tournaments and summer squash/fitness camps;
11. Manage student participation in local and national tournaments;
12. Manage squash, health and fitness equipment and uniforms;
13. Prepare squash, health, and fitness program reports;
14. Manage two in-house US Squash junior tournaments;
15. Manage summer camp participation squash and fitness related.
16. Manage relationships with local and national squash partners(SEA, US Squash, PSRA).
17. Serve as a spokesperson and ambassador in the Philadelphia community for the program's mission;

Additional Responsibilities:

1. Assist with high school placement process;
2. Attend special networking and professional development events;
3. Attend/assist with special events and projects as needed.

Additional Requirements:

1. Must be an experienced driver with valid U.S. drivers license;
2. Must pass a state and federal criminal background screening;
3. Must be physically capable of standing/sitting/moving for extended periods of time; tasks(lifting, exercising, coaching, tutoring, driving, etc.);
4. Non-U.S. citizen applicants must hold appropriate working papers valid for at least two years.

Candidates email cover letter, resume and three (3) professional references (please provide full name, phone #, institution name and relationship to the candidate) to Ms. Jeanie Shanahan, Executive Assistant info@squashsmarts.org