



HIGH SCHOOL ACADEMIC LEAD

Location: Hartford, CT

Type: Full Time, year-round

Start date: Summer/Fall 2022

Note: This position does **not** require any previous knowledge of, or experience playing, squash.

ABOUT CAPITOL SQUASH

Capitol Squash serves 50 youth from Hartford by providing both rigorous academic and athletic enrichment. Our mission is to empower youth of Hartford to reach their potential as athletes, students, and engaged citizens. Based out of Trinity College, Capitol Squash strives to provide life-changing opportunities through the sport of squash, intensive educational support, mentoring, and community service. Guided by an ‘inch wide, mile deep’ philosophy of youth programming, our team begins working with students in elementary school and engages them in year-round programming through high school and college.

THE ROLE

We are looking for a driven, innovative High School Academic Coordinator with a passion for supporting young people and putting them on the path to achieving their goals. In this role, you would manage tutoring and enrichment sessions for students in grades 9th-12th and plan and run special programming including community service outings and field trips. You will also lead the post-secondary application process, including post-secondary research, applications, the financial aid and verification process, post-secondary opportunity selection, and pre-matriculation tasks. You will lead our 12th grade class through the post-secondary process this fall.

RESPONSIBILITIES

Academic Program Delivery: Day-to-Day

- Plan, supervise, and direct impactful and innovative academic enrichment activities as well as daily homework help sessions. Provide students with individual feedback on their progress.
- Create/maintain documentation of team building, leadership, and enrichment activities.
- Ensure a productive and positive environment by managing student behavior and instilling CS values.
- In conjunction with the Program Director, develop and implement academic plans/student contracts as needed.
- Manage academic volunteers during homework and academic enrichment sessions.
- Meet with both academic and squash colleagues to develop an integrated approach to work with students and to coordinate and complete shared responsibilities.

Post-secondary Placement, Summer Program, and Special Event Management

- Plan, supervise, and direct the post-secondary application and financial aid process through group and individual student sessions. Plan, supervise, and direct impactful and innovative enrichment activities to prepare students for the transition from high school to post-secondary education.
- Organize campus visits and school interviews and communicate with coaches as necessary.
- Monitor students’ progress in school and in the post-secondary process by communicating regularly with the student and providing individual support as needs arise.
- Communicate with a student’s academic advisor and financial aid counselor as needed.
- Develop and implement summer programming including enrichment and elective activities.
- Connect students to appropriate opportunities such as external summer camps, test prep, scholarships, academic awards, and employment opportunities.
- Identify and organize field trips, including on some Saturdays during the year. Chaperone/drive students for squash events and community service projects. With colleagues, organize and participate in overnight trips for appropriate grade levels.
- Identify and organize workshops, special events and/or guest speakers on relevant topics throughout the year.

Outreach/Engagement

- Communicate regularly with parents/guardians about their student's academic progress, post-secondary process, so they feel part of the CS community, and can support their child's growth and development at home.
- Regularly communicate with school staff and teachers to determine the best ways we can support a student's success.
- Communicate with parents/guardians to ensure that necessary forms and paperwork are complete.
- Organize and lead parent/guardian meetings as needed.
- Recruit or assist in recruiting students for CS program as needed.

Administrative Responsibilities

- Collect and update paperwork for students.
- Assist with implementing program evaluation as it relates to academic and community service programming.
- Drive students in a 14-passenger van as needed to and from practices, tournaments, matches, summer camps, and community service projects, including some weekends during the year.
- Manage classroom supplies and daily snacks.
- Support with social media and newsletter initiatives
- Manage and coordinate academic volunteers
- Plan general weekly/monthly schedule with colleagues and keep appropriate calendars updated.

QUALIFICATIONS

- Bachelor's degree required
- Experience in youth education, teaching, and/or college counseling
- Experience working with youth from diverse backgrounds
- Excellent written and verbal communication skills and teamwork skills
- Reliable, responsible, disciplined, engaged, self-reflective, and open to receiving and giving feedback in order to strive to improve
- Driving requirements: valid driver's license with at least 3 years of driving experience and ability to pass background and driver record check.
- Conversational spoken Spanish a plus

COMMITMENT

Capitol Squash values long-term, deep, impactful work with participants and cultivating strong, positive relationships with students and families is crucial to our success. Candidates should be prepared to commit to Capitol Squash for at least two years.

HOURS

General hours during the school year are Monday-Friday, 10am-6:30pm. Summer hours are generally Monday-Friday 8am-4pm. This position entails some travel and weekend work.

COMPENSATION AND BENEFITS

- Capitol Squash offers competitive compensation commensurate with experience.
- Retirement plan with employer matching
- 5 weeks paid vacation (with some restrictions) and additional organization holidays off
- Health and dental insurance offered
- Cell phone subsidy

TO APPLY

Interested and qualified candidates should e-mail a cover letter and current resume to John Madigan, Executive Talent Services, LLC (ETS), at jmadigan@etshr.com. Capitol Squash has secured the services and expertise of ETS to perform this search. Review of candidates will begin immediately and continue until the position has been filled.

Capitol Squash is committed to building a culturally and racially diverse staff and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.