



COLLEGE ACCESS AND SUCCESS MANAGER

Location: Hartford, CT

Type: Full Time

Compensation: \$55,000- \$60,000

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 College Access and Success Manager 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, college visits, 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 provide individualized support for alumni and visit residential college students on campus.

RESPONSIBILITIES

- 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.
- Meet with both academic and squash colleagues to develop an integrated approach to work with students and to coordinate and complete shared responsibilities.
- 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, 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, family and school counselor.
- Identify and organize workshops, special events and/or guest speakers on relevant topics throughout the year.
- Regularly communicate with school staff, teachers, and family to determine the best ways we can support a student’s success.

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
- Ability to manage deadlines, excellent follow through, and attention to detail
- 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

HOURS AND COMMITMENT

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. 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.

COMPENSATION AND BENEFITS

- Salary is \$55,000 - \$60,000
- 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

Vaccination: Capitol Squash has implemented a policy requiring all employees to be fully vaccinated and submit proof of their vaccination status in order to work on-site. Therefore, all new hires, prior to their start date, will be required to: (1) be fully vaccinated against COVID-19 (i.e., receive both doses of a two-dose vaccine or a single dose of a one-dose vaccine) and provide the Organization with a copy of their COVID-19 vaccination card, or (2) or receive an accommodation exempting them from the vaccination requirement. Capitol Squash will keep any information about an employee or applicant's vaccination status confidential in accordance with, and to the extent required by, applicable law.

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.