



Job Description: Head Coach and Community Squash Manager

The Organization

Established in 2012, Urban Squash Cleveland (USC) promotes the academic success and the physical and mental health of Cleveland youth through intensive educational and enrichment programming, training and competition in the sport of squash, and meaningful connections between youth and caring adults in a nurturing, supportive community. USC also runs Cleveland Community Squash, which provides a variety of activities at affordable rates, including access to leagues, lessons, clinics and tournaments. Squash players of all ages and skill levels enjoy the fun-filled environment. USC is a proud member of the US Squash Community Access Network and the Squash and Education Alliance, and we collaborate with other squash clubs in the Cleveland area to grow the visibility and opportunities that the sport of squash offers.

Duties and Responsibilities

USC is seeking a visionary squash coach and ambassador to fill the role of Head Coach and Community Squash Manager. Duties and responsibilities include, but are not limited to:

Youth Development Program

- Lead daily after school squash/fitness sessions (approximately 3:00-6:15pm) during the school year
- Lead squash sessions for partner organizations, leading to strong youth enrollment pipeline
- Participate in weekend activities during the school year, including squash competitions, cultural outings, and other field trips as needed
- Travel with student-athletes to tournaments, including up to 6 weekend trips during the school year
- Assist with pre- and post-program logistics, including walking student-athletes from school to USC, ensuring a safe and orderly dismissal process, and driving student-athletes to and from program as needed
- Track student-athletes' attendance and performance on a daily basis in Salesforce
- Develop long-term squash and fitness training/competition plan which will inform daily lessons and practices
- Plan and lead squash and fitness sessions during June and July summer camps
- Build caring, supportive, meaningful relationships with student-athletes and their families
- Manage squash equipment and uniforms for all program participants
- Collaborate with the Director of Programs and Partnerships and Academic and Enrichment Coordinator to determine tournament selections and enrollment
- Oversee US Squash memberships and SEA-related activities
- Ensure squash and fitness spaces are organized, clean and inspiring
- Assist with management of USC's nutrition program

- Collaborate with the Director of Programs & Partnerships and Academic & Enrichment Coordinator to insure that the values being promoted through squash and fitness activities are aligned and consistent with the values being promoted through academics and enrichment activities
- Recruit, train and manage volunteers so they play meaningful roles

Cleveland Community Squash

- Teach private and group lessons to interested Cleveland Community Squash members
- Collaborate with the Operations and Community Squash Coordinator to design and host squash activities that engage CCS members with one another and connect them to student-athletes
- Serve on the Community Squash and Engagement Committee and guide members to think strategically about how to grow CCS membership and neighborhood partnerships, and build the relationship between USC student-athletes and CCS members
- Build relationships with Cleveland's broader squash community, including clubs and professionals, to collaborate and lead citywide initiatives to grow the community - and excitement around the sport!
- Assist with additional projects and responsibilities as needed

Skills and Beliefs

There is infinite possibility to grow squash - and the opportunities it offers - in Cleveland, and USC plays an integral role in this effort. The ideal candidate will be a high-energy, creative, hard-working, self-starter with strong communication, organizational, and interpersonal skills. Most importantly, candidates must have a passion for working with youth, and a belief that all children can learn and grow if given the proper guidance and support.

Education, Experience and Requirements

- Squash and fitness coaching experience required
- Bachelor's degree preferred
- 2+ years working with middle and high school students strongly preferred
- Proficient with Microsoft Office and G Suite
- Ability to work on weekends and evenings as needed
- Valid driver's license required
- FBI/BCI background check required

Compensation and Benefits

- Salary range is commensurate with experience (\$50,000-\$60,000 per year and includes a percentage of lessons and squash activities offered to CCS members and guests)
- Medical, dental and vision insurance
- Eligible for a \$1,000 retirement contribution annually, after two years of employment

Additional Information

- **Status:** Full-Time; Exempt
- **Reports to:** Executive Director
- **Schedule:** Year-round, 10:30a -6:30pm M-F during the school year, as well as some evenings and weekends. Summer camp schedule is more flexible.
- **Start Date:** Late Summer 2025

Interested candidates should send a resume and cover letter highlighting work with youth, and squash playing/coaching experience to Jean Koehler, Executive Director, at jean@urbansquashcleveland.org

Urban Squash Cleveland is an Equal Opportunity Employer. Urban Squash Cleveland provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state, and local laws. Urban Squash Cleveland complies with applicable state and local laws governing nondiscrimination in employment.