

Job Title: Community Squash Coordinator

Start Date: early September 2024

Type: Full-time

Location: First State Squash facility, 524B South Walnut St, Wilmington, DE 19801



About First State Squash:

First State Squash is a not-for-profit youth development organization based in Wilmington, DE. First State Squash seeks to support Wilmington youth to achieve and sustain personal academic success, physical wellness and matriculation and graduation from post-secondary institutions. First State Squash's year-round program offers longitudinal, tuition-free academic programming, squash instruction and cultural and community service opportunities for 85 students currently in sixth through eleventh grades.

The Opportunity:

The Community Squash Coordinator will work closely with FSS's current Squash Director to ensure the successful development, planning, and administration of the organization's athletic programming. The successful candidate will bring a passion for inspiring, mentoring, and guiding youth as well as an enthusiasm in squash and coaching. In addition to working with the students in FSS, the Community Squash Coordinator would be responsible for working with members of the squash club. This would include giving private lessons, helping manage Clinics, a Fall House League

Primary Tasks:

- Collaborate with FSS's Squash Director to plan and administer daily after-school squash/fitness sessions and private lessons
- Build strong relationships with students and their families, through constant interaction including phone calls and meetings.
- Record, track, and evaluate daily student attendance and student progress.
- Manage all paperwork for students including annual FSS and SEA waivers and physicals.
- Collaborate with FSS's Squash Director to build FSS's weekend squash calendar that includes: High School and Middle School team squash matches, US Squash Junior tournaments, and Squash + Education matches and tournaments.
- Plan and run a 5-week intensive summer squash program and coordinate additional summer opportunities including summer squash camp opportunities.
- Provide private coaching to FSS community members.
- Help run and manage Club Tournaments, Clinics, Group Lessons, Community Events, and Leagues.
- Assist with additional projects and responsibilities as needed.

Shared Program Staff Responsibilities include:

- Provide after-school transportation in our 10/12-passenger van for students to the facility, and for other special events and weekend trips.
- Collaborate with all FSS staff for annual 5th/6th grade recruitment efforts.
- Chaperone weekend field trips (community service projects, matches, tournaments, college campus visits) as needed.
- Assist with occasional project work to support and raise visibility of the organization; attend and help plan important First State Squash events and functions.

Qualifications:

Candidates should possess the following: Bachelor's Degree; passion for coaching all level and abilities of squash players; experience in a community/club setting with group participation; high level of energy, curiosity, creativity and willingness to grow; outstanding organizational and interpersonal skills; interest in building deep staff and student relationships at First State Squash; results-oriented approach with impeccable attention to detail; valid driver's license and clean driving record (candidates must be comfortable driving students in a 10/12-passenger van). Additionally, candidates should have a passion for educational opportunity and a desire to support empowering historically marginalized populations and first generation college going students.

Hours + Schedule:

School year (Sept. – mid-June): During the academic year (September- June), the work day typically begins at 10:30 am and ends around 6:30 pm, Monday through Friday. This role may also be asked to support FSS staff chaperone overnight trips. One-to-one comp days are provided for overnight/8-hour events that take place on weekends.

Summer (Mid-June – Aug.): The summer work day begins at approximately 9am and ends at 5pm.

Compensation, Benefits and Vacation

Salary: Annual salary, starting at \$48,000, commensurate with experience, opportunities for additional revenue streams including but not limited to private lessons, clinics, and camps.

Benefits: A generous benefits plan includes health & dental coverage and a 3% Simple IRA match.

Vacation: The position includes 5 weeks of paid vacation annually (with some restrictions) and 5 personal days. Some but not all national holidays are off.

Commitment:

First State Squash values long-term, deep, impactful work with youth. It takes years to cultivate strong, positive relationships and staff retention is a critical component of organizational success. This is not a transitional role or a stepping stone, and there are many ways to grow within the organization. FSS expects a multi-year commitment, contingent on successful assumption of responsibilities and positive performance reviews.

How to Apply:

Email resume, and two references to owen.butler@firststatesquash.org. No calls please.

First State Squash 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. First State Squash encourages all interested applicants to apply to join our team.