



## **Job Description: Squash and Fitness Coordinator**

### **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 offers the Cleveland Community Squash program, 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.

### **Duties and Responsibilities**

The organization is currently seeking an experienced squash player/coach to fill the role of Squash and Fitness Coordinator. Responsibilities and expectations include, but are not limited to:

- Lead daily after school squash/fitness sessions (approximately 3:00pm – 6:15pm) during the school year
- Lead squash sessions for partner organizations, leading to strong 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 4 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 the squash court in Salesforce on a daily basis
- Develop long-term squash and fitness training 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
- Teach private lessons and group lessons to interested Cleveland Community Squash members
- Collaborate with the Operations and Community Squash Coordinator to design and host squash activities that bring together student-athletes and CCS members
- Serve on the Youth Programming Committee and think strategically with trustees about the curriculum and community resources needed for USC to realize its mission
- Serve on the Community Squash and Engagement Committee and guide members to think strategically about how to grow CCS membership, neighborhood partnerships, and build the relationship between USC student-athletes and CCS members
- Assist with additional projects and responsibilities as needed

### **Skills and Beliefs**

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 \$40K - \$48K and includes a percentage of lessons given to CCS members
- Medical, dental and vision insurance
- Eligible for a \$1,000 retirement contribution annually, after one year of employment

### **Additional Information**

- **Status:** Full-Time; Exempt
- **Reports to:** Director of Programs and Partnerships
- **Schedule:** Year-round, 10:30am - 6:30pm M-F during the school year, including some evenings and weekends. Summer camp schedule is more flexible.
- **Start Date:** Late Summer 2024

Interested candidates should send a resume and cover letter highlighting squash playing/coaching experience to Jean Koehler, Executive Director, at [jean@urbansquashcleveland.org](mailto:jean@urbansquashcleveland.org)

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