



Apply for the Squash Coach and Program Assistant role now:
Email your resume and a cover note to the Executive Director at nick@missionsquash.org or call 346-240-6658 for further information

This role would suit either an experienced squash coach with strong administrative skills wishing to build a career in Urban Squash, or an exceptional College graduate looking for a 1 to 2 year immersion in Urban Squash / Urban Youth Development prior to commencing a career in another field.

our Mission

Mission Squash helps children from low-income Houston families stay in school, graduate, and aspire to a top-tier college education through intensive year-round tutoring, mentoring, private high school placement and more, while improving their health, fitness and mental resilience through the international sport of Squash: the “Four Walls of Freedom.”

our Vision

Thousands of underserved children are the first in their families attending and graduating top colleges, some having received a scholarship playing squash for their college team.

Houston adopting squash as part of its cultural DNA: as a result entire communities are transformed through improved literacy, numeracy and physical and mental health, and Mission Squash Alumni return to their communities to mentor a next generation of leaders.

About our organization

Mission Squash is a 501(c)(3) organization founded in 2012 dedicated to improving the lives of Houston’s economically disadvantaged youth through the formula of Urban Squash. Born 20 years ago at Harvard University, Urban Squash programs work throughout North America to provide students with tutoring, enrichment, mentoring, and community service to help children stay in school, graduate, and matriculate to college, while at the same time improving their health and fitness.

Over 2000 underserved children have matriculated to College through Urban Squash programs such as StreetSquash in Harlem New York, SquashBusters in Boston and Metro Squash in Chicago. These programs have combined graduation rate of 98% and matriculating students have been awarded over \$25 million in college scholarships.

Mission Squash is unique among the other 25 Urban Squash programs in that it has built a squash facility inside a school, giving unparalleled access to facilities for the school’s population



which is 81% economically disadvantaged. The facility includes 3 international squash courts, which are the first squash courts built inside a public (state) school in the whole of North America, and a purpose-built study room and office. The program is privately funded by individuals, trusts and foundations.

Squash Coach and Program Assistant - Role Description			
Role Title	Squash Coach and Program Assistant	Reports To	Program Director
Department	Squash / Program	Role Code	SCPA
Salary	\$30k to \$50k* based on experience	Role Type	Full Time
Work Location	Mission Squash, Houston TX	Travel	As required
Work Schedule (typical)	9am-6pm	Hours Per Week	40
Benefits	Accommodation within 10 minute commute of facility; Relocation expenses negotiable; Medical expenses; Additional paid coaching opportunities	Vacation Allowance	15 days PTO; 9 weeks discretionary time (where remote working is possible)
Start Date	Mid-August 2017	Minimum Commitment	1 year
Permit to Work	Candidate must be legal to work in the US	Training Required	IT training and AED/First Aid training provided
Clearance Required	VIPS background check	Languages	English, Spanish desirable
IT Literacy	Fluent	Education	BA degree preferred

* Candidates are advised to consider the significant Cost-of-Living differential between cities in the US: [Sample comparison here](#). **Please also note that this role includes paid accommodation.**

Mission Squash will consider splitting the role defined below if you are looking for part-time work - please contact the Executive Director at nick@missionsquash.org with your proposal.



Role Summary

We are looking for a multi-talented individual to become an integral part of both our Squash and Program teams, which operate out of our brand new squash and education facility in the Houston Heights.

Around 60% of your daily time will be spent on a diverse range of marketing, management and administrative activities, working alongside our Program team of four. Within this part of the role, you will have several major areas of responsibility:

Program Administration, Marketing and Social Media

25 hours per week (60% of time)

1. Volunteer Management

- a. Recruiting and managing the onboarding process for new squash and academic volunteers, including administration of background checks and training
- b. Scheduling existing volunteers into available time slots
- c. Managing volunteer queries and issues

2. Communications and Marketing

- a. Managing communications, including email blasts (e.g. Mailchimp), press releases and event promotion
- b. Create and manage Social Media channels (Instagram, Twitter, Facebook, Flickr) and website posts

3. General Administration

- a. Parent Liaison (phone calls and meetings)
- b. Tournament Administration (budgeting, logistics, consent)
- c. Facility Management (budget, supplies, purchasing, invoices, cleaning rota, noticeboards)
- d. Data Entry (e.g. Equipment Bucks, Scholar Data)
- e. Additional duties as required

4. Event Support

- a. Assist on general execution of student and donor events (fundraisers) throughout the year

There is also an opportunity to assist on the execution of an official scientific study on the effects of Urban Squash on disadvantaged youth, led by a local sports science hospital department.

Squash Coaching

15 hours per week (40% of time)

3.30-6pm daily, plus one Saturday per month for 3 hours



At the end of every day between 3.30pm and 6pm, you will be one of two coaches delivering engaging squash and fitness sessions for our students. In the Squash part of the role, you will:

- Deliver engaging squash and fitness training sessions daily for students aged 11-18 from beginner to intermediate standard, using the Mission Squash coaching curriculum
- Administer Squash Level Tests using the Mission Squash Testing framework (training provided)
- Demand and drive consistently high standards of student behavior, including the awarding and deduction of our internal student currency, “Equipment Bucks”
- Manage disciplinary issues in accordance with Mission Squash Disciplinary policies
- Be a consistent and dependable mentor figure for all students
- Generate stimulating and engaging lesson plans, fitness sessions and fun tournaments for groups of students at varying ability levels
- Administer the student Ladder and internal tournaments
- Follow up with program staff on student attendance, discipline, academic and personal issues

As an official representative of Mission Squash, it is also encouraged that you would participate actively in leagues or club play within the wider Houston squash scene.

There are additional Mission Squash paid coaching opportunities available outside of working hours.

IT Skills

Mission Squash is a non-profit and a key priority is to operate efficiently with the resources we have. We are evangelists of digital technology and much of our daily workflow (when not with our students) is based around online/cloud tools. These tools have been proven to boost productivity, minimise re-work and encourage collaboration. Some examples of these are:

- Google Apps including shared Calendars, Drive, Sheets and Docs (rather than MS Office, Exchange, Outlook)
- Trello (task management tool) for organising and assigning work, prioritising and recording institutional knowledge
- QuickBase (a custom cloud database) for student data management

We don't expect you to be fully literate with all of the above, but you must demonstrate that you would be willing to invest time in training (some of which is provided) and to adopt ways of working which may be unfamiliar. At a minimum you should be fluent with spreadsheets, shared calendars, online file storage (e.g. google drive) and preferably have some experience using a database.



Who would suit this role?

This role would suit either an experienced squash coach with strong administrative skills wishing to build a career in Urban Squash, or an exceptional College graduate looking for a 1 to 2 year immersion in Urban Squash / Urban Youth Development prior to commencing a career in another field.

Personal and Professional Traits

- Able to easily build rapport with disadvantaged kids aged 11-18
- Positive, energetic and with a “can-do” attitude
- Consistently organized, able to manage own time without prompting
- Will revel working within a young, fun and trusting team environment
- Able to strike the right balance in creating a fun yet disciplined environment for our students
- Pro-active and a “self-starter”
- Able to work in a fast-paced, environment, adapting quickly to new challenges and priorities
- Self-disciplined and reliable; able to work to deadlines independently when required

Required Skills

Squash coaching, general administrative skills, strong IT skills, excellent customer service skills for working with donors, volunteers, parents and students

Desirable Skills

Experience working with students aged 11-18, marketing, PR, social media/Mailchimp, database experience

Role Growth and Career Progression

The Mission Squash Program is in period of rapid expansion, with its recent site build and a student population that is doubling each year. The organization’s medium term objective is to build and operate a second facility, allowing us to further grow our reach to more students.

The ideal candidate for this role will show an understanding for the growth potential of the program and have both the appetite and skill to create a scalable, sustainable and measurable coaching model that could be implemented at other sites. There are a number of future promotion opportunities available for a candidate successfully executing this role.

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