



Urban Squash Toronto is a charitable organization that combines an intensive after-school, 7-days-a-week, yearlong education program with concentrated athletics (principally squash). Our mission is to empower and inspire students in the Jane and Finch community to improved academic and athletic achievement through comprehensive educational programming, squash training, mentorship, and character development.

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## Squash & Community Director

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**Start Date:** Jan 4th, 2023

**Education:** Bachelor's degree Preferred

**Location:** Toronto (Downsview Park)

**Type:** Full-Time

**Language:** English

**Salary/Wage:** Commensurate with Experience

### Overview:

The Squash & Community Director, reporting to the Program Director, is a full-time position responsible for the planning and execution of all squash and fitness activities at UST and supporting the Program Team with strengthening its community stakeholder relationships. The Squash & Community Director plays a key role in providing out-of-school-time programming for all students while serving a diverse youth community.

### Key Responsibilities:

- Plan and execute all Squash & Fitness programming including daily afterschool sessions, tournament participation, student development plans and related programming aimed at improving the level of all students and instilling a love for the sport of squash
- Coordinate weekend squash tournaments, trips, events, and summer camps, including travel planning, permission forms and parent/guardian communication – when applicable
- Track and monitor key student performance metrics including skill level, tournament participation, and other related data aimed at assessing overall performance
- Responsible for maintaining the squash portion of the facility including court maintenance
- Cultivate meaningful relationships with UST students, their families, Ontario's squash community, non-profit networks, and the Jane & Finch community promoting participation, collaboration, and partnership
- Work with the Program Director and Academic Director to execute annual student recruitment, outreach events, and strengthen the post-secondary pathways of students
- Support the research, writing, submission and tracking of grant proposals and grant reports
- Work with the Program Director to create fundraising, event and promotional materials as needed

- Stay current and informed about issues pertaining to the Jane & Finch Community, the youth non-profit space, UST's mission, and the community outreach field
- Work closely with Urban Squash Toronto staff to ensure clear lines of communication and effective coordination
- Perform ad hoc activities as assigned

**Qualifications:**

- Bachelor's Degree in a community serving related field is preferred
- Experience coaching and playing squash at various levels.
- Experience working with youth, in a non-profit setting, fundraising and community outreach is preferred
- Squash coaching certification (NCCP- Squash Canada Coaching Certification Program) & connection to the squash community is an asset
- Ability to run squash events/tournaments without supervision
- Passion for working with youth and to create a long-lasting change in their lives and the community in which they live
- Strong interpersonal, teamwork, communication, and organizational skills; comfort with data tracking and goal setting with a willingness and desire to engage with diverse stakeholders is critical
- Must be able to travel with students, on occasion to the United States. Valid driver's license is a must

**Hours:**

- General hours are Monday through Friday 10am-6pm, though adjustments are necessary on occasion due to community events, tournaments, and summer camps. The position entails weekend work and travel – particularly for tournaments during the school year.

**Responsibilities/Expectations of all Urban Squash Toronto Staff:**

- Develop and maintain positive, respectful relationship with all members of UST
- Communicate effectively, orally and in writing, with all UST stakeholders and respond to requests and emails in a timely manner
- Collaborate with others by working in a positive, constructive manner to further UST's mission and value the contributions of all members of the community
- Represent and advocate for UST in the community at large
- Draw on your own initiative and creativity to propose ways to further the UST mission and drive impact
- Demonstrate a growth mindset by being consistently engaged and self-reflective, welcoming feedback to continually improve

**Interested candidates should submit a cover letter and resume to Brent Adamson, Urban Squash Toronto Executive Director, [brent@urbansquashtoronto.org](mailto:brent@urbansquashtoronto.org)**