



Beyond Walls: Urban Squash Twin Cities www.beyondwallsmn.org

Job Title: Academic Program Manager
35 hours per week, plus health benefits
Salary Range: \$38,000- \$40,000 (DOQ)
Hours 11:30-6:30 Monday-Friday with occasional Saturdays

Reports to: Program Director

Beyond Walls is a Twin Cities-based out-of-school time, youth development program which uses the sport of squash, in combination with academic mentoring, college readiness, community services and fitness education in order to make a deep and lasting impact on the lives of underrepresented youth. Beyond Walls strategically partners with the University of Minnesota and the Squash and Education Alliance (S.E.A.) Beyond Walls works with approximately 60-75 youth in grades 6th-12 from partner schools and over 25 college mentors.

The mission of Beyond Walls is to inspire confidence and encourage academic excellence with urban youth as life-long learners and active leaders-both on and off the court.

Broad Job Scope and Function of Job:

Leads all facets of Beyond Walls academic after school programming sessions. Promotes developmental assets, leadership development skills and college preparatory skills in a group format for local youth grades 6-12 through intentional out-of-school time programming. Design academic programming to support their educational, civic leadership, life skills and positive adult relationships. Works to meet the goals of Beyond Walls. Ensures youth receive support from trained staff and volunteers who consistently reinforce student developmental needs, foster youth development, knowledge, and respect and understanding for people of diverse ethnicities and ages. Ability to relate and connect outreach to all segments of a multicultural community.

Principal Responsibilities: The responsibilities of the Academic Program Manager include, but are not limited to:

Program Development:

- Plan and facilitate 75-minute study session Monday-Thursday using best practices, intentional lessons and individualized work plans.
- Visit students' schools, attend and initiate meetings with teachers, and receive progress updates on students at least once per month.
- Create, locate, and execute enrichment and community engagement activities to align with student coursework.
- Identify and address students' academic progress and area of needed growth via an Individual Learning Plan.
- Work collaboratively with community partners to ensure high quality program experience.
- Communicates progress and goals with parents and other key stakeholders.
- Co-lead and co-facilitate training for all academic volunteers/mentors to ensure high quality mentoring and leadership

Administrative Duties:

- Track student achievement relative to school grades, enrichment activities, and student goals, attendance, and overall student participation in programming

- Schedule, communicate, and co-train all academic mentor and volunteers communicating with volunteer partner sites as needed
- Maintain and consistently update all program and youth records ensuring the privacy and confidentiality of program participants and their families.
- Assist Executive Director and Program Director in completing necessary reports/evaluation to meet professional contractual obligations, in compliance with BW procedures.
- Communicates effectively with each school contact pertaining to student attendance, student behavior, and transportation needs provided by the program.
- Collaborates with Program Director and other direct service staff to ensure high quality youth programming

Professional Development:

- Actively seeks to improve effectiveness via staff development opportunities, workshops, training and conferences etc.
- Identifies professional, on-going goals through the programming period.

Additional Responsibilities:

- Participate in travel opportunities with the organization, including day trips to visit colleges, and potential bi-annual weekend trips to national tournaments.
- Driving 15 passenger van to and from various field trips with ample training provided.
- Attend all staff meetings and individual supervision meetings as scheduled.
- Fulfill additional responsibilities at the discretion of the organization.

Education/Preferred Qualifications:

- Bachelor's Degree in Child/Youth Development, Education, Social Sciences or related field or two or more years working in youth development
Teaching license preferred.
Fluency in Spanish and/or Hmong preferred.

Additional Qualifications:

- Must maintain a valid MN Driver's License and safe driving record
- Understanding of youth development and effective professional practices
- Works across ethnic/racial/economic lines for effective communication and rapport.
- Works in a collaborative and coordinated effort
- Understands best practices for managing student classroom behavior
- Communicates effectively in oral and written forms
- Self-starts and effectively problem solves
- Ability to prioritize duties and organize workload
- Handles confidential information separately
- Sets appropriate limits on personal and professional boundaries
- Criminal background check required if hired
- Computer competency required

To apply, please send an updated resume, cover letter, and three references to Sammy Loeks-Davis, Program Director at sloeksdavis@beyondwallsmn.org.

Beyond Walls provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, and/or disability.