



Organization Tenacity, Inc.
Title Tennis Coordinator / Family Engagement Coordinator
Location Boston, Massachusetts
Type: Full Time, Exempt
Reports To: Site Director
Compensation: Commensurate with experience

OVERVIEW OF TENACITY

Founded in 1999, Tenacity’s mission is to improve the scholastic, character, and physical development of urban youth through a combination of academic instruction and tennis instruction/competition with a focus on life skills. The four Tenacity Pathway school-based programs – Elementary School, Middle School Academy, College Prep, and Post-Secondary Services – serve up to 800 students annually and encourage long-term program participation that builds students’ sense of resolve and accomplishment as they meet the unique challenges of each new phase in their academic journey. The Summer Reading & Tennis Program serves over 4,000 youth ages 6-16, providing tennis classes and complementary enrichment activities. The youth outcomes we focus on include tennis and fitness skills and confidence, community connection, support from caring adults, healthy behaviors, acquisition of social skills, resiliency to trauma, and eventual employability.



Over its 20+ year history, Tenacity has maintained a 95% high school graduation rate among students who have completed the Middle School Academy, with 80% going on to higher education (compared to the overall Boston Public School graduation rate of 70% with just 35% going on to higher education). In Fall 2020, Tenacity was featured on the Boston ABC Affiliate: <https://www.wcvb.com/article/tenacity-break-point-in-public-education/34168824>

Tenacity’s programs are at the intersection of education, fitness and youth development – helping less advantaged Boston youth build important academic, college readiness, and life skills while forming positive identities as life-long learners on their way to post-secondary success.

OVERVIEW OF POSITION

The Tennis Coordinator / Family Engagement Coordinator is a member of a Tenacity Middle School Academy site team and contributes to the success of the program across all areas through student engagement and support, relationships with families and schools, and support of team members.

Specific responsibilities of the TC/FEC include:

- Program Implementation
 - Participate in all aspects of Tenacity's Middle School Academy program in alignment with stated goals, curriculum, commitments, and intended outcomes (across all focus areas outlined below)
 - Serve as a Coordinator in both focus areas outlined below
 - Tennis Coordinator
 - Deliver tennis/fitness curriculum for 30-40 students, and work closely with team members to develop and strengthen tennis playing and coaching skills
 - Develop and refine lesson plans based on instructional goals, assessment data, and student needs
 - Engage students effectively, managing behavior and offering individual support as appropriate
 - Work closely with AmeriCorps member designated as Tennis Fellow, helping them to take on increasing levels of leadership
 - Partner with Academic Coordinator to ensure integration of lessons
 - Serve as an active member of the cross-site Tennis Coordinator team committed to high-quality instruction
 - Lead and engage team members in supporting Elementary Tennis Program that aims to support recruitment into the Middle School Academy
 - Play an active role in preparing for and overseeing the Summer Tennis and Reading Program
 - Contribute to tennis program development and implementation across all Pathway programs
 - Family Engagement Coordinator
 - Build and maintain trusting relationships with parents, and implement strategies to maximize trust between parents, school staff, and all members of the Tenacity team
 - Ensure each family receives at least two family visits each year, in person whenever possible, which focus on maximizing program/pathway engagement and academic and family goal-setting
 - Lead student support efforts, identify additional resources for students and families, and partner with school staff
 - Maximize parent participation in Tenacity activities, and help other members of the team engage families effectively and meaningfully
 - Implement plans for individualized family communication as well as site-specific newsletters
 - Coordinate high school selection support for students, engaging families and supporting students as they transition to Tenacity's College Prep program
 - Work closely with AmeriCorps member designated as Family Engagement Fellow, helping them to take on increasing levels of leadership
 - Serve as an active member of the cross-site Family Engagement Coordinator team committed to partnership with families

- Collaborate with team to recruit, select, and enroll students in the Middle School Academy, maximizing attendance and retention according to Tenacity goals
- Provide high school selection support to assigned students and families
- Plan and attend regular and special program activities, including occasional weekend and evening commitments
- Collect and use program data to strengthen student experience and outcomes
- Over the summer, work with our Summer Tennis and Reading Program (STRP) or on Middle School Academy projects as assigned
- Team Engagement
 - Engage fully in the team, which includes 1 Site Director, 1-2 full-time Program Coordinators and 4-5 AmeriCorps Fellows, as well as Volunteers as appropriate
 - Support recruitment for staff, volunteer, and AmeriCorps positions
 - Engage in organization-wide and inter-site efforts to strengthen program quality and organizational success, as assigned
- School Partnership
 - Develop, maintain, and leverage purposeful relationships with teaching, administrative, and student support staff in your assigned school
 - Participate in school meetings as appropriate

QUALIFICATIONS

- Passion for Tenacity's mission
- Demonstrated success engaging students effectively as well as experience in areas directly aligned with your assigned focus areas:
 - Tennis Coordinator applicants - 3+ years of tennis coaching experience and experience with middle school students preferred
 - Additional qualifications preferred – USPTA or PTR certification, USTA NTRP 3.5 or greater rating or equivalent UTR rating, knowledge of USTA Quick Start model, and/or experience coaching tennis in a gym setting
 - Family Engagement Coordinator applicants – rich experience with relationship-building and community assets identification
- Experience providing supervision, training, mentorship, and support to individuals and teams
- Meaningful experience working with youth and adults with diverse backgrounds
- Proven success building effective relationships, especially with parents and school stakeholders
- Strong skills in excellent verbal and written communication, collaboration, and leadership
- Ability to address complex and sensitive issues with sound judgment and professionalism, with a high emphasis on confidentiality
- Well versed in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Bachelor's degree required; relevant advanced degree preferred
- Spanish speaker or multilingual a plus

To apply, please clearly note "TC/FEC Applicant" in the email subject line, and submit a thoughtful cover letter (required) and resume to: jobs@tenacity.org

Tenacity does not discriminate toward individuals on the basis of age, race, gender, color, national origin, ability, religion, marital status, or sexual orientation or identity. Tenacity seeks to nurture diversity among its many constituents. When requested, Tenacity will make reasonable accommodations for individuals with a permanent or temporary disability.