



Job Title: ACE Academy – Associate Tennis Coordinator

Type: Full Time

Reports To: ACE Academy Site Director
(with support from Director of Tennis)

OVERVIEW OF TENACITY:

Founded in 1999, Tenacity’s mission is to support students on their Pathway to Post-Secondary Success.

ACE Academy is an intensive three year program consisting of academic enrichment, homework help, tennis programming and life skills development. ACE Academy currently serves over 150 middle school students approximately 4 days/week for 3 hours/day, with program time equally split between academics and tennis. Working in partnership with the Boston Public Schools, Tenacity’s School Year Academy currently delivers an intensive three-year experience for middle school-aged students at three partner schools: The Mary E. Curley K-8, the Lilla G. Frederick Middle School, and The BCLA-McCormack School.

The Tenacity pathway continues with the **College Prep/Post Secondary (PSS) Program** which serves 280 high school students. Graduates of the MSA program receive academic support and mentorship, including a “Right-Fit” High School selection process, and college prep programming. Our College Prep/PSS Program extends its support to youth who have enrolled in college so that they successfully complete their education.

The **Summer Tennis and Reading Program** serves 4200 youth ages 6-16, providing literacy, tennis and wellness programming in July and August, preventing summer reading level loss.

DESIRED RESPONSIBILITIES, QUALIFICATIONS AND EXPERIENCES:

As Tenacity grows to meet the critical needs of Boston’s children, it offers a unique opportunity for a talented professional who understands the development of the whole child. The successful candidate will have a strong passion for working with children. He or she will be creative, fun, energetic, team-oriented, and ready to go the extra mile in serving the students.

Tenacity’s goal is to support our students on their way to post-secondary success, and the successful candidate will be firmly dedicated to that goal. He or she will also understand clearly how the experience of learning and playing tennis can truly change the course of a child’s life.

RESPONSIBILITIES:

- Effective Support of Tennis Program
 1. Be a part of an affirming team culture in which students can take risks, work hard and support each other as they develop their tennis skills
 2. Support the implementation of instructional plans that offer high structure programming
 3. Supervise volunteers
 4. Respond to students in the moment
 5. Prepare and maintain tennis equipment
- Overall Success of Site
 1. Help recruit, select and register middle school students for the program
 2. Maintain high student retention rates and site attendance rates.
 3. Support site teammates however necessary
 4. Comply with all program requirements including those specified by the school's education service contract
 5. Build and manage relationships with the principal, teachers and parents to discuss individual student progress and ways to better meet the needs of the students and school.
 6. Support students in developing critical social, emotional, and life skills through individual and small group support
 7. Support Family Engagement Coordinator with family support through scheduled visits, workshops, newsletters etc.
 8. Plan and lead field-trips and high school visits
 9. Serve as a bus chaperone and support other programmatic logistics
 10. Contribute to the planning of (and attend) mid-year and end-of-year ceremonies celebrating student achievements
- Data Collection
 1. Collect and compile fitness and tennis data in a timely and organized way.
 2. Maximize student participation in data collection activities
 3. Maintain a culture of high achievement on fitness and tennis measures
 4. Administer surveys or other tools as necessary
 5. Participate in two performance evaluations
- Elementary Tennis
 1. Schedule and implement elementary tennis to the feeder elementary schools
 2. Use this program as a way of recruiting elementary school students into the summer and school-year programs that Tenacity offers
- Summer
 1. Work in Tenacity's Summer Tennis and Reading Program (STRP)
 2. Help implement STRP training

QUALIFICATIONS AND EXPERIENCES

- 1+ years of experience of playing tennis and implementing youth tennis programming

- Passion for working with kids as a Sports Based Youth Development practitioner and coordinator
- Previous experience working with urban, multi-cultural constituents
- Previous experience as a coach or mentor
- Behavior management experience
- Strong interpersonal, team development, management, organizational and communications skills
- Proficiency in verbal and written communication, Microsoft Word, Excel
- Bilingual a plus
- Drivers License Required
- Owning a car is a significant plus
- Creativity, high energy, sense of humor and willingness to go the extra mile
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To apply: send resume and cover letter to jobs@tenacity.org, with “Tennis Coordinator” in the subject line of your email.

Job Types: Full-Time, Contract

Pay: \$40,000 per year

Benefits: Full slate of benefits including medical, dental, and vision in addition to an optional 403B.