Urban Squash Cleveland
Operations Supervisor

Urban Squash Cleveland is seeking a self-motivated, highly organized Operations Supervisor who is passionate about working with children and adolescents, providing them with life changing opportunities within USC’s successful model under a vibrant, mission driven environment. The Operations Supervisor will report to the Program Director.

Responsibilities
- Support Program sessions with the implementation of USC’s yearly curriculum of academic and enrichment activities for the USC team of student athletes. Program hours are on school days, typically from 4:00 pm to 6:15 pm.
- Work with the Program Director to implement and monitor enrichment activities for Urban Squash Cleveland team members.
- Coordinate USC Program logistics, including but not limited to transportation, recruitment of volunteers, and program supplies and inventory.
- Be willing to work overtime when traveling to tournaments during weekends with the team. The Operations Supervisor is expected to assist with 3-4 overnight trips each year.
- Oversee and manage USC’s building operations, and work with the staff to improve the systems and procedures of USC’s 10,000 sq. ft. facility.
- Serve as a contact for vendors and partners, and implement cost-effective strategies that support USC’s operations.
- Work with the USC staff, the board, partners, volunteers and community squash members to meet the needs of the organization, including but not limited to fundraising events, community squash activities and other opportunities that help broaden awareness of the organization, and move USC’s mission forward in the community.

Qualifications & Skills
- Bachelor’s Degree and 1-2 years of experience in youth development organization is preferred.
- Deep belief in the potential of all students.
- Demonstrated strength in building trusting relationships across lines of difference.
- Thrives working independently and as part of a small team.
- Strong interpersonal, communication, and organizational skills are critical.
- Ability to manage competing commitments and multiple projects simultaneously.
- Must have a valid driver’s license and pass a background check.

Compensation and Benefits
USC will provide the successful candidate with a competitive compensation package, including a salary in the range of $47,000 - $53,000 for this full time position. Other benefits include health insurance, a retirement stipend (provided yearly after 2 years with the organization), generous paid time off, sick leave policies and support of the employees’ needs, including wellness and mental health.

If interested in the position, please send a cover letter and resume to Briana Diller at briana@urbansquashcleveland.org
Urban Squash Cleveland provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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www.urbansquashcleveland.org