

METROsquash Program Director - Academics

Organization and Position Description:

Founded in Chicago in 2005, METROsquash is a non-profit after-school program that combines academic tutoring with squash instruction for underserved Chicago Public School students. In the 2009-2010 season, METROsquash will work with approximately fifty-five 4th through 8th grade students in the METROsquash Middle School Program and approximately ten 9th grade students and develop a stand-alone College Preparatory program. Academic success is the centerpiece of our program and this leadership position is integral to the overall success of the organization.

The Program Director's broad mission is to provide first rate academic instruction that caters to each student's grade level and ability. METROsquash aims to provide students with the academic skills and resources to attend the best possible high schools and colleges reflective of their academic and personal potential. The Program Director is also expected to take into account the 'entire student' through the oversight and expansion of existing programs such as the Mentor Program, Community Service Outreach, Travel Opportunities, Life Skills, and Summer Enrichment.

The Program Director will have the opportunity to mobilize and motivate 2 full time staff, 10 paid work-study tutors, 35 mentors, 100 volunteers, summer interns and external partners in achieving transformative and measurable results for each student.

Responsibilities Include:

- Design and implement all academic sessions and activities as relates to METROsquash team members. Academic sessions are held Monday through Friday from 3pm-5:30pm and Saturdays from 10am-1pm.
- Manage and implement the 8th grade high school application process including, ISAT preparation for 6th and 7th graders, parental and mentor inclusion, application process, financial aid, school outreach etc..
- Manage and implement 1st year of METROsquash College Prep Program for 9th grade students and prepare for expansion of program to 10th grade and beyond in subsequent years.
- Design and implement all weekend sessions as related to test preparation, high school and college visits, life-skills, mentoring, and community service.
- Supervise, motivate and manage a full time Academic Director, paid tutors, and academic volunteers.
- Design and implement effective communication process with administration and teachers in partner schools.
- Develop and oversee implementation of program evaluation as it relates to academics, mentoring, community service, and life skills.
- Manage grant writing process with current and prospective foundations and ensure METROsquash measurement standards dovetail with foundation expectations.
- Manage the METROsquash Mentor Program – launched in 2007-2008 for 7th grade students, the program will consist of approximately 35 students in grades 7-9 and their mentors in 2009-2010.
- Organize and implement the academic component of the six-week METROsquash Summer Camp and manage students' summer academic opportunities.
- As a member of an expanding organization, work on varied projects as requested - in particular, our 2009 Gala, 2010 Windy City Open in Millennium Park, and facility expansion project.
- Collaborate with Executive Director and Program Director- Athletics to ensure a fully integrated approach to academic, athletic and personal development in each student.

Salary range: \$40,000 - \$44,000. Full health care coverage is included in addition to a cell phone and education stipend.

Start date: August / September 2009.

Qualifications and Qualities:

Candidates should have a Bachelor's degree and experience working with youth in a variety of capacities. Teacher Certification and/or Masters in Education is preferred but not required.

Hours:

General hours are Monday through Friday 10am-6pm. The position also requires ½ days on Saturdays 3 out of 4 weekends per month during the school year. Potential candidates should expect an intense work load and hours that often extend beyond the scheduled work day.

Time Off: 25 days paid vacation. In year two, employees will receive 30 days paid vacation.

How to Apply: Interested applicants should email a resume and cover letter to info@metrosquash.org. Or mail to METROsquash 5655 S. University Ave., Chicago, IL 60637.

www.metrosquash.org