



## **Middle School ELA Coordinator | Job Description**

### **Full Time**

#### **Organization and Position Description:**

Founded in Chicago in 2005, MetroSquash is an after school, weekend, and summer program that provides transformative, life-changing opportunities for underserved and underrepresented Chicago Public School students. The program currently serves over 400 students in 5<sup>th</sup> grade through college graduation. In 2015, MetroSquash opened a \$7.0M academic and squash center located at 61<sup>st</sup> & Cottage Grove in the Woodlawn neighborhood. This has allowed the organization to significantly increase student enrollment and have a broader impact in the community.

#### **Position Summary:**

The Middle School ELA Coordinator reports to the Program Director and plays an integral role in providing academic and socioemotional support for middle students and their families. The Middle School ELA Coordinator is a leader in introducing the newest, youngest cohort to the MetroSquash pathway, while creating and maintaining a positive and productive out-of-school-time learning environment. With the support of a team of volunteers and work-study students, the Middle School ELA Coordinator leads and develops the English Language Arts curriculum for 5<sup>th</sup> through 8<sup>th</sup> grade students, while maintaining a strong relationship with 5<sup>th</sup> and 6<sup>th</sup> grade students and their families.

#### **Key Job Responsibilities:**

- Build a relationship and rapport with all MetroSquash Middle School students and their families while promoting the mission and values of MetroSquash.
- Create and maintain a structured and fun learning environment for students grades 5 through 8.
- Plan and lead execution of daily Academic Block sessions for Middle School students, grades 5 through 8.
- Create and implement daily ELA lessons with a focus on reading comprehension, listening comprehension and vocabulary development.
- Recruit and retain 20 students per grade for Blue Team (5<sup>th</sup> and 6<sup>th</sup> grade).
- Assist with planning and supervision of MetroSquash-hosted squash events, field trips and travel.
- Supervise volunteers and work-study tutors in the execution of daily programming.
- Conduct a minimum of 2 family meetings per year for Blue Team.
- Track student grades, attendance and all other relevant program metrics.



- Partner with MetroSquash Program Team to create and implement the weekend component of the program by organizing and participating in Saturday academic, cultural and life skills events.
- Take a leadership role in a specific area of programmatic support including school and community partnerships, college knowledge or similar areas of support.
- Other job duties as assigned.

**Position Requirements:**

- Master's Degree in Education, Psychology, Social Work, or related Youth Development field strongly preferred; Minimum of Bachelor's Degree required.
- Must have 2-5 years of experience working with youth; experience in an out-of-school-time learning environment a plus.
- Excellent written and verbal communication.
- Detail-oriented, organized and ability to manage deadlines under strenuous circumstances.

**Hours:**

General hours during the school year are Monday-Friday, 10am – 6pm, or 11am – 7pm depending on the day of the week. Summer hours are generally Monday-Friday, 8am to 4pm. This position entails some travel and weekend work, averaging 2 Saturdays each month. Candidates can expect hours that at times extend beyond the scheduled workday.

**Vacation and Benefits:**

Twenty days paid vacation in the first year, 25 in the second year, and 30 in each subsequent year. Full health coverage, including dental.

**Salary Range:**

Commensurate with experience.

**How to Apply:**

Email resume and job specific cover letter to Janae Meyer, Program Director, at [janae@metrosquash.org](mailto:janae@metrosquash.org).