



## **Math Academic Assistant | Job Description** **Part-time-Hourly**

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

MetroSquash was founded in 2005 as an out-of-school time program for Chicago Public School students. The first MetroSquash class consisted of 10 students in fifth grade, and utilized squash courts and classroom space at the University of Chicago. Each year, a grade level was added to realize a pathway of service from 5th grade through post-secondary completion. In 2015, the organization successfully raised over \$8M to construct a permanent home - the Hussain MetroSquash Center in Woodlawn. MetroSquash now has 20 full time staff serving over 400 students and their families each year. In 2018, MetroSquash opened its first satellite location in Evanston to serve students just north of Chicago. MetroSquash Evanston currently serves 40 6th-8th graders and utilizes academic and court space at the McGaw YMCA. The program is now exploring plans to expand to the West Side of Chicago.

### **Position Summary:**

The Math Academic Assistant plays an important role in supporting the Academic Team with creating a fun and safe out-of-school-time learning environment for students in grades 5th through high school. The Math Academic Assistant supports student growth and development specifically in all math areas. The position requires an enthusiastic, patient, and energetic team member who believes in every student's ability to succeed.

### **Key responsibilities:**

- Tutoring groups of 1-4 students in math-specific work
- Preparing academic materials and assisting with classroom set-up and wrap-up
- Facilitating mini-math lessons with groups of 1-4 middle school students
- Supporting staff in the development of math curriculum for 5th through 8th grade
- Assisting in the creation of supplemental activities for high school students (i.e. test prep material, book recommendations, brainteasers, subject-specific work)
- Additional tasks as assigned by lead staff members

### **Qualifications:**

Applicants should have experience working with youth, preferably with students of color, from diverse backgrounds. Applicants must also have a sensitivity and openness to a wide array of experiences and walks of life, and be prepared to have meaningful discussions about identity. Applicants should enjoy working with small student groups, and should be able to motivate the students they work with. Applicants must be punctual, dependable, and professional.

### **Hours:**

Out-of-school time hours are M-F, 3:30pm to 7pm with some weekend and virtual work.

### **Compensation**

The hourly wage for this position is dependent upon experience.

### **How to Apply**

Email resume to Gabby Coombs at [gabby@metrosquash.org](mailto:gabby@metrosquash.org). No phone calls please.