



Manager of Academics & Enrichment (Woodlawn) | Position Description

Start Date: Immediately
Education: Bachelor's Degree
Location: Chicago/Woodlawn

Type: Full-Time
Language: English
Salary/Wage: Commensurate with Experience

Overview

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.

The Manager of Academics & Enrichment is an exciting opportunity to help lead all aspects of programming aimed at ensuring the academic success of MetroSquash Students grades 5th through 10th. Supported and supervised by the Woodlawn Program Director, The Manager of Academics & Enrichment will lead a team of 3 direct-service staff responsible for delivering high-quality, fun and engaging after-school programming.

Key Responsibilities:

- Lead and manage a team of 3 full-time Coordinators within the Academics & Enrichment Department.
- With the support and guidance of the Woodlawn Program Director, evaluate all aspects of the Academics & Enrichment program including out-of-school-time tutoring, enrichment, and individualized academic support.
- Manage the work-study program, maintaining an appropriate number of engaged and dedicated Academic Assistants responsible for providing ongoing academic tutoring services for middle school and high school students.
- Cultivate meaningful relationships with key staff of MetroSquash partner schools, sharing program impact and offering opportunities to deepen the relationship.
- In collaboration with the MetroSquash Squash & Fitness Team, maintain 100% enrollment capacity, 5th grade through 10th grade, creating recruitment and outreach events throughout the year and monitoring student attendance and engagement regularly.
- Collaborate with all MetroSquash Departments, and the (Evanston) satellite site, sharing academic goals, progress, and results consistently to help ensure cohesion and program success.

**Qualifications:**

- Bachelor's degree in education, social work, or related field
- Demonstrated leadership and supervisory experience
- 2 years experience in youth development, education, or related field
- Proven track record of working in a fast-paced, team-oriented environment
- Strong written and verbal communication skills
- Must be willing to travel with students and have the ability to drive a 12-15 passenger van

Hours:

General hours during the school year are Monday-Friday 11am-7pm. One can expect weekend and evening work throughout the school year and a work schedule that extends beyond normal business hours.

Vacation and Benefits:

15 vacation days plus five vacation days in the first year, 20 vacation days plus five vacation days in the second year, and 25 vacation days plus 5 sick days in each subsequent year. Full health coverage, including dental.

How to apply:

Candidates should email their resume and cover letter to careers@metrosquash.org.