



## MIDDLE SCHOOL COORDINATOR | POSITION DESCRIPTION

**START DATE: IMMEDIATELY**

**TYPE: FULL-TIME**

**EDUCATION: BACHELORS**

**LANGUAGE: ENGLISH**

**LOCATION: CHICAGO/WOODLAWN**

**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 Middle School Coordinator reports to the Manager of Academics & Enrichment and plays a crucial role in supporting 5th and 6th grade students in reaching their educational goals. In collaboration with the Program Team consisting of Squash & Fitness, Social Work & Supportive Services, and College & Careers, the Middle School Coordinator is a leader in providing quality out-of-school-time programming for 5th and 6th grade students and helping to ensure academic progress and success.

### Key Responsibilities:

- Create and deliver engaging, creative and academic focused out-of-school-time programming for 5th and 6th grade students through workshops, ELA and Math enrichment, 1:1 support, and other enrichment activities.
- Build a relationship and rapport with all MetroSquash students and their families, maintaining regular communication throughout the year.
- Track student grades, GPA, attendance, and all other key school data, to inform individualized student support.
- Supervise and utilize volunteers and work-study tutors in the execution of daily programming.
- Provide year-round support connecting students to external opportunities including but not limited to summer enrichment.
- Recruit and retain a minimum 20 students per grade for 5th and 6th grade, ensuring that students reach key performance metrics throughout the year.
- Work in partnership with the Middle School Squash Coordinator, Middle School 7th and 8th Grade Coordinator, and Social Worker to provide cross-departmental support to meet student needs.
- Collaborate with the Program Team on key events including but not limited to, MetroSquash Tryouts, tournaments, and other related projects and events.
- Other job duties as assigned.



**Qualifications and Qualities:** Candidates should possess the following: Bachelor’s Degree in education, counseling, or related field; 1 year of experience working with traditionally underrepresented students, particularly at the middle school level; demonstrated ability to thrive in a fast-paced environment; strong communication and problem-solving skills; comfort with data tracking and goal-setting; strong interpersonal skills with a willingness and desire to engage with diverse stakeholders. Valid driver’s license and ability to drive a 12-15 passenger van a must.

**Salary:** Commensurate with experience

**Hours:** General hours are Monday through Friday 11am-7pm, though adjustments are necessary due to the organization’s response to COVID-19. The position entails weekend work – particularly on Saturdays during the school year, and eventual travel for tournaments during the school year.

**Vacation & Benefits:** 15 days vacation and 5 sick days the first year, 20 days vacation in the second year, and 25 each subsequent year. Full health coverage, including dental.

**How to apply:** Email resume and cover letter to [careers@metrosquash.org](mailto:careers@metrosquash.org). No calls please.