



Evanston Program Director | Position Description

Start Date: August 1, 2022

Education: Bachelor's Degree (Master's Preferred)

Location: Evanston, IL

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 24 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 and is looking for a program leader to lead the next chapter of our expansion. MetroSquash Evanston currently serves 40 6th-9th graders and utilizes academic and court space at the McGaw YMCA.

The Evanston Program Director position is an exciting opportunity to help inform the strategic growth and direction of a growing program serving middle and high school students in Evanston, IL. Reporting to the Chief Program Officer, the Evanston Program Director position is ideal for a highly-energetic leader passionate about education access and equity. The position also entails playing a key role in assistance organizational leadership in securing a permanent home in Evanston.

Key Responsibilities:

- Design all aspects of program operations including after-school programming, Saturday enrichment and other out-of-school time engagement activities aimed at supporting each student in realizing their full potential.
- Create measurement systems to appropriately assess program success and effectiveness.
- Lead, inspire, and manage a growing team which currently consist of 3 full-time employees, 2-3 part-time support staff, and a host of volunteers, helping to ensure that students have the resources and support needed to be successful.
- Build and maintain relationships with key partners including partner school faculty, the McGaw YMCA Team, Northwestern University, and other community partners, helping to raise the visibility of the organization consistently.
- Collaborate with the Woodlawn Program Director, Director of College & Careers, and Director of Squash & Fitness to help foster a fully integrated approach to academic, athletic, and wellness programming.
- Provide leadership and direction to ensure full enrollment capacity, year round for MetroSquash|Evanston.
- Serve as a champion for MetroSquash|Evanston students, families, and staff, sharing program outcomes, progress, and opportunities with key stakeholders consistently.



Qualifications and Qualities:

- Candidates should possess the following qualities: Proven leadership skills; impeccable attention to detail & work ethic; self-motivation & the ability to manage multiple projects simultaneously. Valid driver's license and ability to drive a van required.
- Candidates should possess a majority of the following qualifications: At least 3 years of experience working with youth and their families from underserved and underrepresented communities; teaching and/or non-profit experience; program management experience; post-graduate education degree(s). Squash and/or athletic experience a plus but not mandatory

Hours: General hours are Monday through Friday 11am-7pm. The position entails weekend work – particularly on Saturdays during the school year.

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

Salary: Commensurate with experience.

How to Apply: Email resume and cover letter to careers@metrosquash.org. No calls please.