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- emerging 10th 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 Driver and Facility Assistant reports to the Facility and Community Affairs Director and plays a crucial role in supporting student transportation and facility maintenance.

Driving Key Responsibilities:
- Pick up student-participants from school in a timely and efficient manner
- Enforce student safety rules at all times (for example, all student-participants must wear seat belts properly)
- Chart-out best possible van routes, keeping in mind the pickup schedule for each partner school
- Maintain the weekly student attendance and staff van usage logs
- Ensure that driving is done in a defensive and safe manner, especially when varying traffic conditions and inclement weather is a concern
- Perform inspection of the MetroSquash vans at the beginning of each shift to ensure that they are in good mechanical order
- Regularly clean and maintain the exterior and interior of the vans, such as seats and carpets
- Responsible for routine maintenance or repair appointments for vans
- Maintain knowledge of first aid and CPR procedures and perform them in the event of an emergency

Facility Assistant Key Responsibilities:
- Provide front desk coverage, greeting visitors and ensuring a safe environment for students and staff
- Demonstrate excellent phone and in-person etiquette when interacting with students and visitors
- Responsible for interior and exterior maintenance of the facility, including light cleaning, trash removal, snow removal during the winter, lawn mowing during the summer, etc.
- Perform general repairs including but not limited to, minor carpentry, and/or plumbing, etc.
- Maintain preventative maintenance schedules and work with contracted vendors
- Manage maintenance and repair requests
**Qualifications and Qualities:** Candidates should possess the following:

Demonstrated ability to thrive in a fast-paced environment; strong communication and problem-solving skills; computer literate and familiar with Microsoft Office

Moderate experience working with contracted vendors and maintenance staff preferred; previous experience in a maintenance role is desirable; ability to lift and move heavy objects up to 50-lbs

Valid and clean IL driver’s license; minimum 5+ years driving experience; a clean driving record with no prior offenses; familiarity with GPS devices; ability to manage time and routes; ability to drive a 12-15 passenger van a must.

**Compensation:** Hourly and commensurate with experience.

**Hours:** Monday through Friday, 1:30pm-7:30pm and may entail some weekend work. Weekly schedule adjustments may be necessary due to the organization’s response to COVID-19. Summer hours may vary.

**Benefits:** 5 sick days per year

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