Academic Assistant | Position Description Part-time-Hourly

**START DATE:** IMMEDIATELY  
**TYPE:** FULL-TIME  
**LOCATION:** CHICAGO/WOODLAWN  
**SALARY/WAGE:** $15-$20/HOUR, 20 HRS MAX

**Organization and Position Description:**
Founded in Chicago in 2005, MetroSquash is an after school, weekend, and summer program that provides transformative, life changing opportunities for underserved and underrepresented Chicago Public School students. The program currently serves over 400 students in 5th grade through college graduation. In 2015, MetroSquash opened a $7.0M academic and squash center located at 61st & Cottage Grove in the Woodlawn neighborhood that has allowed the program to significantly increase student enrollment and impact in the community.

**Position Summary:**
The 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 5 through high school. 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 a subject-specific area
- Preparing academic materials and assisting with classroom set-up and wrap-up
- Facilitating mini-lessons with groups of 1-4 middle school students
- Supporting staff in the development of math and English curricula 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)
- Supporting staff in the delivery of life-skill and enrichment lessons
- 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 work.

**Compensation**
The hourly wage for this position is $15-$20 depending on experience.

**How to Apply**
Email resume to careers@metrosquash.org. No phone calls please.