



High School Coordinator| Job Description

Full Time

Organization 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 each year from 5th grade through college graduation. In 2015, MetroSquash opened a \$7.0M, 21.00 sq./ft. Academic and Squash Center located at 61st & Cottage Grove in the Woodlawn neighborhood. The organization employs 16 full-time staff and maintains an annual budget of \$1.8M.

Position Summary:

The High School Coordinator reports to the Program Director and plays a crucial role in providing significant support to 11th and 12th grade students in reaching their educational and post-secondary goals. In collaboration with the High School Coordinator for 9th and 10th grade students, the High School Coordinator is a leader in providing quality out-of-school-time programming for all high school students, while helping to ensure the academic progress and post-secondary readiness of 11th and 12th grade students.

Key Responsibilities:

- Build a relationship and rapport with all MetroSquash High School students and their families while promoting the mission and values of MetroSquash
- Design curricula and teach academic enrichment sessions to strengthen core reading, writing, and numeracy skills, including SAT/ACT prep, personal statement workshops, and homework help sessions
- In partnership with the High School Coordinator for 9th and 10th grade, develop, schedule, and supervise all aspects of the High School Academic Program
- Partner with the MetroSquash Program Team to create and implement the weekend component of the program by organizing and participating in Saturday academic, cultural and life skills events
- Assist with the planning and supervision of MetroSquash-hosted squash events, field trips and travel
- Ensure the full participation and engagement of 11th and 12th grade students and their families, providing individualized support where needed
- Communicate regularly with school guidance counselors, teachers, caregivers, and others in each student's support system
- Collect, record, and monitor changes of all student data, including attendance, school grades, academic assessments, etc.
- Collaborate with the College Access and Success Director to develop, implement, and evaluate college access programming for 11th and 12th grade students



- Provide supervision of work-study tutors and volunteers during the after-school program
- Conduct a minimum of 2 family meetings per year for 11th and 12th grade students and families
- Use MetroSquash database to track all aspects of the college application process
- Research opportunities and organize community service and cultural enrichment outings for high school students
- Perform other job duties as assigned

Position Requirements:

- Minimum of Bachelor's Degree required; Master's Degree in Education, Psychology, Social Work, or related Youth Development field preferred
- Must have 2-5 years of experience working with youth; experience in an out-of-school-time learning environment a plus
- Impeccable attention to detail & work ethic; self-motivated with the ability to manage multiple projects simultaneously
- Organized with the ability to manage deadlines under strenuous circumstances.
- Excellent written and verbal communication

Hours:

General hours during the school year are Monday-Thursday, 11am – 7pm, and Friday, 10am – 6pm. Summer hours are generally Monday-Friday, 9am to 5pm. This position entails some travel and weekend work, averaging 2 Saturdays each month. Candidates can expect hours that at times extend beyond the scheduled workday.

Vacation and Benefits:

Twenty days paid vacation in the first year, 25 in the second year, and 30 in each subsequent year. Full health coverage, including dental.

Salary Range:

Commensurate with experience.

How to Apply:

Email resume and job specific cover letter to Janae Meyer, Program Director, at janae@metrosquash.org.