



Middle School ELA Coordinator | Job Description Full-time

Overview

Founded in Chicago in 2005, MetroSquash is an after school, weekend and summer program that provides transformative, life-changing opportunities for underserved youth. MetroSquash serves over 300 students each year and operates in Woodlawn and Evanston.

MetroSquash's academic department aspires to be the premiere out-of-school time model for academic excellence that empowers students to realize their potential and make their mark. The Middle School ELA Coordinator reports to the Manager of Academics & High School Placement and plays a critical role in supporting the academic growth and preparedness for 5th–8th grade students by creating and utilizing a curriculum focused on developing critical academic and leadership skills. The Middle School ELA Coordinator plays a leading role in providing quality out-of-school time programming that is safe and engaging.

Key Job Responsibilities:

- Build a relationship and rapport with all MetroSquash Middle School students and their families while promoting the mission and values of MetroSquash.
- Take a leadership role in a specific area of programmatic support including school and community partnerships, college knowledge or similar areas of support.
- Recruit and retain a minimum 20 students per grade for 5th and 6th grade, attending outreach events throughout the year and leading summer camp sessions aimed at engaging prospective students.
- Create and maintain a structured and fun learning environment for all middle school students, 5th through 8th grade, through daily lesson plans, building and maintaining a strong sense of community, and conducting family meetings throughout the year.
- Partner with the MetroSquash Program Team consisting of Squash & Fitness, College & Careers, and Social Work & Supportive Services to ensure department goal alignment and to assist with special events, trips, and travel.
- Supervise volunteers and work-study tutors in the execution of daily programming.
- Perform other duties as assigned

Position Requirements:

- Master's Degree in Education, Psychology, Social Work, or related Youth Development field strongly preferred; Minimum of Bachelor's Degree required
- Must have 2-5 years of experience working with youth; experience in an out-of-school-time learning environment a plus
- Creative, solutions-oriented thinker
- Excellent interpersonal skills and ability to influence others
- Strong analytical skills and ability to synthesize information quickly and effectively
- Excellent written and verbal communication.
- Detail-oriented, organized and ability to manage deadlines under strenuous circumstances

Hours:

General hours during the school year are Monday-Friday, 10am – 6pm, or 11am – 7pm depending on the day of the week. Summer hours are generally Monday-Friday, 8am to 4pm. 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 Jessica Enriquez, Manager of Academics & High School Placement, at jess@metrosquash.org