



AmeriCorps College Access Specialist

Overview

Founded in Chicago in 2005, MetroSquash is an after-school, weekend, and summer program that provides transformative, life changing opportunities for underserved youth. After 13 years of successful programming for public school students on Chicago's south side, MetroSquash will expand to Evanston in the fall of 2018.

Under the direct supervision of the Manager of College & Careers, the AmeriCorps College Access Specialist will play an integral role in supporting high school students with preparing for a successful transition to their best fit postsecondary opportunity during out-of-school-time hours.

Primary Responsibilities:

- Assist the College & Careers Coordinator with planning and delivering college access workshops designed to prepare high school students for postsecondary success.
- Introduce fun and creative ways to provide age-appropriate college knowledge activities for high school students and their families.
- Research pre-college programs and assist the College & Careers Team in identifying and supporting high school students with the application process.
- Assist the College & Careers Team in planning special events for students and families including an annual career fair, FAFSA workshop, college panel, and other related activities that require external support.
- Support the College & Careers Team with providing career exposure opportunities (i.e. job shadowing, internships, etc.) based on student interests.
- Collaborate with members of the Program Team consisting of Squash & Fitness, Academics & Enrichment, and Social Work & Supportive Services to share knowledge and stay abreast of MetroSquash programming.
- Perform other duties as assigned.

Qualifications and Qualities:

The AmeriCorps College Access Specialist position is a unique opportunity to support high school students during a crucial time in their development. The ideal candidate would possess the following qualifications: comfortable working in a fast-paced, results-oriented environment; energetic with an eagerness to learn new things; creative with great attention to detail; strong written and verbal communication skills; ability to work independently as well as in a team-oriented environment; comfort with data management.

Candidate must have a bachelor's degree at the start of the position.

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