



Program Director (Woodlawn) | Position Description

Start Date: July 19, 2021

Education: Bachelor's Degree (Master's Preferred)

Location: Chicago/Woodlawn

Type: Full-Time

Language: English

Salary/Wage: Commensurate with Experience

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-8th 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.

Position Summary:

The Program Director position is an exciting opportunity to support the growth and strategic direction of MetroSquash|Woodlawn programming. Reporting to the Chief Program Officer, the Program Director plays a key role in ensuring program success and sustainability. The position is ideal for a highly energetic professional with a passion for leading teams to perform their best work.

Key responsibilities:

- Lead and manage a team of 15 full-time and part-time staff at the MetroSquash|Woodlawn site, providing direct-supervision of 4 department managers.
- In collaboration with the Chief Program Officer, assist in realizing the vision and direction of all programs and services at the Woodlawn site, currently serving students 5th grade through high school.
- Create appropriate measurement tools to ensure that key metrics are consistently tracked and monitored. This includes, but is not limited to, student enrollment, attendance, and overall engagement.
- Collaborate with the College & Careers and Squash & Fitness leads to ensure that services are consistently aligned with supporting students' long-term goals and aspirations through postsecondary completion.
- Provide budget oversight for MetroSquash|Woodlawn, working with department management to set annual department budgets.
- Provide appropriate training and coaching to help build and maintain a strong program culture.
- Establish and maintain relationships with key partner school administration including principals, counselors, and other key leadership, aimed at sharing student progress and introducing MetroSquash to a wider audience.
- In collaboration with the Evanston Program Director, work to further build-out and strengthen the MetroSquash High School Placement Program, supporting middle school students and their families with identifying their best fit high school.
- Serve as a champion for MetroSquash|Woodlawn students, families, and staff, sharing program outcomes, progress, and opportunities with key stakeholders consistently.
- Perform other duties as designed.



Qualifications:

- Bachelor's degree in education, social work, or related field, master's degree preferred
- 3-5 years of supervisory experience, providing direct supervision of full-time staff
- Familiarity with the education landscape, more specifically Chicago Public Schools, Parochial and Independent Schools, and Out-of-School-Time Programs.
- Comfort with data with ability to use both quantitative and qualitative to demonstrate impact
- Proven track record of working in a fast-paced, team-oriented environment
- Excellent written and verbal communication skills
- Strong interpersonal and analytical skills
- Must be willing to travel with students and have the ability to drive a 12-15 passenger van

Hours:

General hours during the school year are Monday-Friday 11am-7pm, though the Program Director may have the ability to set their own schedule. One can expect weekend and evening work throughout the school year and a work schedule that extends beyond normal business hours.

Vacation and Benefits:

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

How to apply:

Candidates should email their resume and cover letter to careers@metrosquash.org by July 1, 2021.