



## **Evanston Squash Coordinator | Position Description**

Start Date: Immediate

Education: Bachelor's Degree

Location: Evanston, IL

Type: Full-Time, Salaried

Language: English (Spanish a Plus)

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 8-court 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 50+ 6th-9th graders and utilizes academic and court space at the McGaw YMCA. The program will build a second eight-court facility in Evanston and is exploring plans to expand to the West Side of Chicago.

The Squash Coordinator will support the MetroSquash Evanston team in building a preeminent program fully reflective of MetroSquash values and expectations in Evanston. The position will report to and be supported by the Evanston Program Director.

### **Responsibilities**

- Collaborate with Evanston staff to recruit, retain, and support a cohort of 80 6th through 10th grade students and their families with demonstrated need from District 65 and District 202
- Develop and implement squash curriculum, including squash pathways through high school
- Plan and implement daily squash, fitness, and wellness programming, including summer camp
- Coordinate weekend squash practices, competitions, including all travel planning
- Work with Volunteer Coordinator to build and maintain an active squash volunteer support base for daily squash practice
- Collaborate with Up2Us Fitness Coach and/or part-time Squash Coach with planning and implementation of daily fitness and squash programming
- Research and connect students to external summer and year-round squash opportunities
- Track, analyze and report on all relevant program measures (attendance, fitness, squash, etc.)
- Work with Evanston staff to support and actively engage 6th through 9th grade students' families
- Represent MetroSquash in building and strengthening all Evanston partnerships, including the McGaw YMCA, partner schools, Beacon Academy, and Northwestern University
- Strengthen existing and develop new relationships and partnerships within the squash community, both locally and in the Chicagoland area
- Collaborate with the entire MetroSquash staff and leadership to foster a fully integrated approach to academic, athletic and wellness development for each student



### **Qualifications and Qualities**

- Bachelor's degree, one year of direct service
- Experience working with youth and their families from underserved and underrepresented communities
- Excellent interpersonal, multicultural, and communications skills
- Impeccable attention to detail
- Microsoft Office and Google Workspace proficiency
- Valid driver's license and willingness to drive a 12 or 15 passenger van

### **Hours**

MetroSquash hours are Monday through Friday from 11am to 7pm and Saturdays from 9am to Noon. The position entails working occasionally in the early morning, late evening, and during the weekend.

### **Vacation and Benefits**

15 vacation days and five sick days the first year, 20 vacation days and five sick days in the second year, and 25 vacation days and five sick days each subsequent year. Full health coverage, including dental.

### **How to Apply**

If interested, please submit a resume and cover letter to [careers@metrosquash.org](mailto:careers@metrosquash.org).