JOB DESCRIPTION: ACADEMIC SUPPORT SPECIALIST

The Downtown Boxing Gym Youth Program (www.downtownyouthboxing.org) is a nonprofit after-school program for students ages 8-18. Through education, athletics, mentorship and intervention, the Downtown Boxing Gym (DBG) empowers Detroit students to become positive and productive members of society.

DBG is seeking a part time Academic Support Specialist to assist in our in-person program. This role reports directly into the appropriate grade level Associate Director and team. For consideration, please include a cover letter, resume and 3 references when applying for this position.

COMPENSATION

Job Type: Part time 15 hours/week  Schedule: Mon-Thurs 4:00-7:00pm

Hourly: $15.00-$20.00/hour (depending on experience)

RESPONSIBILITIES

Instruction

- Knowledge of middle or high school academic requirements for completion/graduation.
- Knowledge/evidence based practice in college acceptance and matriculation.
- Ability to lesson plan and teach for multiple age groups on the topic of career and college readiness.
- Staying up to date and current and best practices for creating a college readiness.

Monitor and Communicate with Students

- Ability to work well with children from diverse backgrounds (grades 3-12+)
- Help students in recognizing and achieving their educational targets
- Assist students with planning schedules, recommending courses and monitoring progress/credits for graduation.
- Partner with parents, schools and students to promote student success and advocacy.
- Excellent conflict resolution and communication skills.

Meetings

- Schedule weekly meetings with students 1:1 or in small groups to create individualized college and or career action plans.
- Maintain accurate and updated records for data tracking and storytelling.
- Attend meetings regarding the planning and progress of the program as well as staff/organization-wide meetings.
- Other responsibilities that may be assigned as DBG strategic direction and/or role changes occur.

QUALIFICATIONS
● Current driver's license and ability to pass background screen

**Educational Requirements:**
● Minimum Associates Degree (Education Degree preferred); OR 2+ years relevant educational experience; strong mathematical background a plus
● Ability to communicate clearly and effectively
● Comfortable working with computers, technology, educational technology and data systems
● Ability to work collaboratively with team members, volunteers and others
● Clear and effective verbal and written communication skills for a variety of audiences
● Experience working with a diverse and high-needs student population
● Time management skills required
● Organizational skills required
● Ability to be respectful of all staff, students, families and our community
● Able to rapidly adapt to changing situations

*At DBG we go above and beyond, not because we have to, but because we want to!*