



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 3:00-7:00pm

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!**