



JOB DESCRIPTION: Associate Director of Academics: High School, College & Career Readiness, Alumni

The Downtown Boxing Gym Youth Program (www.DBGDetroit.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.

At Downtown Boxing Gym Youth Program we believe in the potential of all children by providing a launch-pad for their success. We are connected as a family and community for the purpose of ensuring our graduates are represented in the boardrooms of the future.

DBG is seeking an Associate Director of Academics with a focus on supervising and developing high school, college and career readiness, and alumni support programming and staff. Reporting to the Programs Director.

WHAT IT MEANS TO WORK AT THE DOWNTOWN BOXING GYM

- Believing education is the key to changing lives and helping Detroit students thrive
- Believing that all children, no matter where they live, are able to succeed inside and outside the classroom
- Being a role model and mentor to all children
- Working in a team environment
- Being reflective of your work, and having a growth mindset
- Having high expectations for yourself, our team and our students
- Using your creativity and ability to think outside of the box to always better our programming offerings for our students
- Being open and welcome to challenging, but very gratifying work
- Engaging and thriving in a judgment free zone
- Being comfortable working in an environment where no two days are the same
- We are a growing organization - meaning everybody is expected to wear multiple hats
- You **MUST** pull your own weight - children's futures depend on you
- You must be comfortable leading and taking charge

WHAT DRIVE US // WHY WE CARE



- **Detroit Youth.** Our students are the future of this amazing city. We want to invest our time and resources in them.
- **Determination.** Our students are fearless. We want our students to know they can accomplish anything with hard work, self-confidence, and appropriate support.
- **Empowerment.** Our students are unique. We want our students to pursue their dreams and feel enabled to reach their full potential.
- **Opportunity.** Our students are brilliant and capable. We want them to have access to the resources they need to thrive.

RESPONSIBILITIES

As an Associate Director of Academics, your areas of responsibility and requirements will include:

- Leave all judgment at the door. Stay curious. Never jump to conclusions, and always be willing to ask questions!
- Behave and work with integrity. Engage with authenticity. Be open and be willing to share your testimony, your story and your why!
- Show up - physically, mentally, and emotionally. Everyday. For yourself and for your DBG family!
- Be an active member of the DBG family by supporting yourself and those around you on our journey to success!
- Team meetings are mandatory attendance (unless prior arrangement made with your manager)
- Lead and manage at least 1 DBG wide/event activity annually
- At DBG we go above and beyond, not because we have to, but because we want to!
- Proactively design and deliver all needed projects within agreed upon time frame. Recognize that project direction and timing may change in response to the outside environment.
- Align all work to V2POM
- Supervise part time and full time staff that works with high school students and alumni, manage their hourly schedules, manage interviews and hiring/firing of high school and alumni staff, lead meetings
- Attend leadership meetings, conduct and manage team meetings
- Supervise and attend high school and college school visits (when necessary and with CCR/Alumni Coordinator) in support of student academic growth
- Manage relationships with external partners to set up college and career readiness exposure and tools, career days, field trips, internships, etc.
- Oversee the development of a college and career readiness program that supports 60 alumni in post-high school endeavours
- Oversee an alumni database- CCR/Alumni Coordinator would manage and maintain



- Manage and maintain the HS & CCR yearly budget, including summer programming
- Develop programming for extended day summer programs
- Conduct parent meetings based on academic or behavioral needs with high school and alumni staff
- Fill in as Programs Director when Programs Director is out, work to train CCR/Alumni Coordinator to fill in as Associate Director when Associate Director is out

COMPENSATION

Job Type: Full-Time

Schedule: Mon-Fri, 11am-7pm

Salary: Competitive based on experience and culture fit

QUALIFICATIONS

- **Education and Experience:** Bachelor's degree in relevant field and/or at least two years' relevant experience in an educational setting
- Must have a valid driver's license and pass background checks
- Comfortable working with computers, technology, educational technology and data systems
- Time and stress management skills
- Organizational skills required
- Ability to work collaboratively
- Clear and effective verbal and written communication skills for a variety of audiences
- Able to evaluate a variety of curricula, enrichment opportunities, and outside programs to determine program fit and viability
- Experience in K-12 education, especially in Detroit or another large urban district
- Experience working with a diverse and high-need student population
- Ability to effectively build and maintain relationships with outside organizations, individuals, and institutions that lead to improved programming for students

Personal Attributes:

- Be honest and trustworthy
- Be respectful of all staff, students and families
- Be flexible
- Be punctual and reliable
- Demonstrate sound work ethic