



JOB TITLE: Education Director

REPORTS TO: Executive Director

MANAGES: Academic Tutors (volunteers) and Academic Camp Instructors (staff/volunteers)

WORK SCHEDULE: This is a part-time, hourly position. Anticipate average of 10 – 15 hours per week. Daytime and Evening hours required during school year and summer hours are typically during the day. Salary expected \$18+ per hour based on experience. Fall 2020 schedule includes Tuesday afternoons 12:30 pm – 4:30 pm.

LOCATION: Work site will be mostly virtual during the pandemic, with some onsite programs desired as able. Applicant is responsible for arriving on time to all scheduled locations - typically within Milwaukee County including Sherman Park, Merrill Park, Marquette University, and Elite Sports Clubs. MTEF Offices are located at 3000 N. Sherman Park Blvd. Milwaukee, WI.

POSITION DESCRIPTION AND SUMMARY OF QUALIFICATIONS:

The Education Director is responsible for the development, management, and evaluation of Milwaukee Tennis & Education Foundation’s Educational offerings including tutoring, academic enrichment, life skills and mentoring programs. The Director will work with current partners and engage new partners to deliver minimally 30 weeks of academics each calendar year.

The ideal candidate should have experience with/knowledge of educational environments for youth and young adults. Most MTEF participants are ages 9 – 18 years. The candidate will understand the issues and challenges youth face, possess interpersonal skills, writing and communication skills, have a proven record of engagement with youth-based communities and their guardians/parents, organizational skills including project management and evaluation, be enthusiastic to work with diverse individuals and be proactive and responsive. This is a position for a responsible, highly motivated individual willing to contribute to a broader vision of an organization committed to creating well-rounded individuals. MTEF follows a trauma-informed approach to working with youth.

PRIMARY DUTIES AND KEY RESPONSIBILITIES:

- Develop, manage and staff MTEF’s tutoring program and academic enrichment activities which generally occur weekly for minimally 30 weeks of the year (24 weeks during the school year and 6 weeks during the summer). Academic and cultural enrichment can include field trips, guest speakers, test prep, financial literacy, providing leadership experiences, etc.
- Manage (hire, schedule, and review) staff and volunteers to work summer camps as academic instructors. Prepare and implement literacy, reading, nutrition, health and/or fitness, and life skills curriculum into daily summer lesson plans and regular school year programs. Recruit guest speakers for ‘mentor Mondays’ during camp.

- Maintain partnership with Marquette University Service Learners as tutors, Stryv365 as trauma-informed life skills curriculum; Milwaukee Public Library Super Readers Program, and more; develop new partnerships.
- Work as a collaborative member of the MTEF Team (Executive Director and Tennis Director) to plan and evaluate programs and fulfill the MTEF mission.
- Connect with parents, collect quarterly report cards from participants and identify and support students with specific academic needs
- Work with Executive Director to support fundraising opportunities for the benefit of MTEF including program evaluation, reporting/documentation, and program planning.
- Attendance and participation in MTEF events and committees including the Tennis Ball, Program Committee and board of director meetings as needed.
- Additional responsibilities as needed.

QUALIFICATIONS, KNOWLEDGE, SKILLS, and ABILITIES:

- Prior experience in teaching
- A strong commitment to serving youth
- Eligible Candidate must pass background check prior to hire
- Bachelor's Degree
- Experience supervising staff/volunteers
- Experience developing curriculum for ranging youth age groups
- Experience evaluating program objectives
- Knowledge of Microsoft Windows – Outlook, Excel, Word, Power Point

ORGANIZATION DESCRIPTION:

The mission of Milwaukee Tennis & Education Foundation is to improve the lives and futures of Milwaukee youth through tennis, education and mentoring. Since 2002, MTEF has served over 36,000 Milwaukee children who would otherwise lack a safe, productive, and healthy after-school and summer environment. Our high-quality programming offers children the opportunity to learn the lifetime sport of tennis. More importantly, it builds academic skills, improves fitness and health, and helps youth develop the character and life skills necessary to succeed in school and in life.

TO APPLY:

Submit a letter of interest and resume to jcordero@mtef.com with "Education Director Application" in the subject line.

Qualified candidates will be emailed to schedule a preliminary phone interview.

Position open until filled.

MTEF is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.