



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 empowers Detroit students to be positive and productive members of society.

DBG is seeking an academic support specialist to be in charge of the computer lab. This person would maintain routines for the space and would support students in their homework and other academic tasks while on the computer. This position will be from 4-7pm from Monday - Friday (a total of 15 hours/week).

Responsibilities include:

- Create and manage routines and procedures for the computer lab
- Assist with project research, online homework, and other academic tasks assigned to students in all grades, especially those which require the use of a computer
- Provide guidance and mentorship to support students' academic success and organizational skill development
- Support high school students in their college applications, including essays, scholarships, registration, financial aid, and more
- Perform other administrative duties related to the academic mission of the program

Candidates must provide evidence of the following:

- Background in education or tutoring preferred with track record of student success
- Ability to effectively work with students of all ages
- Must have reliable transportation to and from work site
- Strong classroom management skills
- Commitment to student success and high expectations
- Knowledge of troubleshooting for PCs and printers preferred

Please contact kmanderson@downtownyouthboxing.org for more information, or go directly to our website to apply: <https://downtownyouthboxing.org/careers>