 New York Junior Tennis & Learning, Inc.

**About NYJTL**

The New York Junior Tennis and Learning (NYJTL) is one of the largest after school tennis and education-themed community organization in the United States and offers comprehensive school and community based programs throughout New York City’s five boroughs serving more than 100,000 youth from ages 5-18.  The NYJTL afterschool program provides children with safe and nurturing environments in which youth can learn and thrive academically, while receiving critical support to reach their potential, both on and off the tennis court. The afterschool program operates in elementary, middle school-aged and high school programs located in the Bronx, Brooklyn, Manhattan and Queens. NYJTL is seeking bright, dedicated individuals who have a strong interest in working with youth after-school.

**Assistant Site Director**

**Job Description**  
The Assistant Site Directors helps lead and manage the day-to-day activities of NYJTL’s out-of-school time programs. Assistant Site Directors report to the Site Directors and are responsible for assisting with the executing of NYJTL’s program curriculum in a quality manner and have some latitude to innovate new programming to give children different growth experiences. Assistant Site Directors will be supported by Group Leaders and Activity Specialists.

**Job Status:** This is a part-time position

**Qualities/Qualification Requirements**

* Successful combination of experience and Associate Degree preferred or attending college
* Two years ‘experience working with elementary or middle school-aged children with diverse backgrounds.
* Strong leadership skills
* Experience working with children from diverse backgrounds
* Exceptional project management, data management and organizational skills
* Excellent staff management and administrative skills
* Excellent knowledge of youth development and education
* Strong written and oral communications skills
* Ability to execute a curriculum in a quality manner with the ability to innovate
* Ability to develop and maintain a positive relationship with the school staff (e.g. principal and teachers)
* Strong conflict resolution and crisis management skills
* Proficiency in Microsoft Office Suite (primarily Word and Excel)
* Interest in tennis or willingness to learn desired; playing not required
* Knowledge of DYCD and DOH mandates
* Knowledge of the out-of-school-time model
* Ability to multi-task with good humor in an environment with impressionable youth
* Knowledge of, and sensitivity, to issues prevalent in under-served communities of color and different ethnic backgrounds
* Positive role model to staff and children
* Ability to promote an interest in tennis, the ideals of Arthur Ashe and the mission of NYJTL

**Duties and Responsibilities**

* Assist with managing staff and overseeing children
* Ensure regular attendance by participants
* Ensure compliance of DYCD and DOH mandates
* Ensure compliance of NYJTL policies and procedures
* Ensure staff provides a positive learning experience to youth
* Maintain accurate and current staff, program and participant records
* Assist with hiring staff, as needed
* Ensure staff complies with required training
* Ability to innovate and improve program quality, as needed, to match program participant needs and interests
* Knowledge of DYCD/YouthServices.net online preferable.
* Participate in NYJTL city-wide program events and training sessions.