**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 NYJTL afterschool program operates in elementary, middle school-aged and high school programs located in the Bronx, Brooklyn, Manhattan and Queens.  The NYJTL is seeking bright, dedicated individuals who have a strong interest in working with youth after-school.

**Group Leader- Job Description**

Group Leaders are responsible for monitoring and managing up to 30 children in and out of the classroom with the assistance of other staff. Group Leaders should be keen observers of children and able to engage them in activities. Group Leaders are responsible for helping to execute in a quality manner a pre-designed curriculum and be excellent team players with Activity Specialists, who specialize in a variety of subjects geared toward enriching the lives of children in the NYJTL program.

Ideal candidates will be highly-motivated, organized and able to manage large groups of children. They should have knowledge of after-school programs and the mandates of the NYC Department of Youth and Community Development (DYCD) and Department of Health and Mental Hygiene (DOH). While Group Leaders are responsible for 30 children, they will be part of a program with up to 150 enrolled students.

**Requirements:**

* High school diploma or equivalent required
* Minimum of two years’ experience working with elementary or middle school-aged children preferred
* Competency in youth development and child care
* Strong student engagement, group management, problem-solving and conflict resolution skills
* Strong verbal communication skills
* Ability to work as part of a team within a school community
* Ability to communicate and work effectively and respectfully with a broad range of diverse constituents.

**Duties and Responsibilities:**

* Ensure the safety and engagement of children in assigned activities
* Assist in all activities to ensure the orderly operation of the program, inclusive of: supervising children during snack/supper, facilitating dismissal and completing daily administrative paperwork (e.g. keeping attendance, time sheets, etc.)
* Attend and supervise children during special projects and field trips, including those which occur outside of regular program hours.
* Complete 15 hours of professional development each calendar year.
* Demonstrate key competencies including: initiative, teamwork, cooperation, preparedness, professionalism, reliability and a willingness to continuously improve.
* Available during after-school hours, generally 2:30 p.m. to 5:30 p.m. or 3:00 p.m. to 6:00 p.m.; 15 hours per week (not inclusive of meetings); Monday-Friday during the school year and some school holidays.
* Adhere to all NYJTL policies, practices, and procedures.

FLSA Status: This a part-time position, Non-Exempt