

## **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.

## **Activity Specialist- Job Description**

Activity Specialists must have a strong interest in working with youth and have expertise in one or more disciplines or content-specific program activities or subjects such as dance, drama, sports or other activity or subject that enriches the experiences of children in the NYJTL program and helps them stay interested and do better in school. Activity Specialists must be able to develop lesson plans in their area(s) of expertise and reinforce learning with the aid of Group Leaders. They also must be skilled in engaging children. Activity Specialists 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)

## ***Qualities/Qualification Requirements:***

- Must have an associate degree bachelor's degree preferred or attending college with appropriate training or certification
- Two years' experience working with elementary or middle school-aged children
- Exceptional group management, problem-solving and conflict resolution skills
- Strong verbal and written communication skills
- Ability to create interactive academic and/or enrichment activities that are age-appropriate
- Genuine enthusiasm for developing professional skills through training opportunities and field practice
- 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
- Knowledge of tennis or a willingness to learn preferred

## ***Duties and Responsibilities:***

- Supervise participants while; *maintaining order, providing a conducive learning environment, ensuring their safety.*
- Develop weekly activity lesson plans in area(s) of specialty
- Facilitate purposeful activities that foster the development of new skills in children, while reinforcing skills/information previously taught
- Assist in all activities needed for the orderly operation of the program, inclusive of: supervising children during snack/supper, facilitating dismissal, conducting field trips, hosting special events, etc.
- Work with Group Leaders, engaging them in the lesson plan development process and modeling activity facilitation to help Group Leaders develop professionally and eventually to become Activity Specialists
- Provide strong classroom and behavioral management skills, ensuring that all participants follow agency and program rules
- Complete all projects and tasks as requested, while ensuring the safety and security of all participants and the smooth operation of programming.
- 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.
- Attend all meetings, training workshops and special events, as required, inclusive of those outside of program hours
- Serve as a positive and engaging role model for students; work with students one-on-one when necessary and be flexible to meet their needs