

**Activity Specialist – Tutor:**

**Job Description:**

The NYJTL is seeking experience tutors for our Cary Leeds Bronx location. Candidate must have a strong interest in working with youth in after-school settings. We are seeking dynamic and engaging presenters, who possess the ability to motivate others, as part-time SAT Instructors.

This Activity Specialists who will be able to tutor one and one and connect with elementary and middle school aged students. The ideal candidate must be able to display ability to customize learning plans for each student. Responsible for the planning and implementation of a discipline or content-specific program activity such as Math with SAT experience. He/she will introduce new skills and reinforce learning. Under the direction of the Program Manager, or Director, the Activity Specialist Tutor will implement educational enrichment activities for various groups in the program.

**Duties and Responsibilities:**

* Ensures the safety and engagement of children in assigned activities;
* Develops weekly activity lesson plans in the discipline or content-themed area for which he/she was hired;
* Facilitates purposeful and engaging activities that foster the development of new skills, while reinforcing skills/information taught previously;
* Provides individual and group tutoring in areas such as reading, writing, mathematics, and study skills to students during homework help;
* Assists in all activities needed for the orderly operation of the program: supervising children during classroom activities, and hosting special events, etc.;
* Works with program staff in engaging them in the lesson plan development process and modeling activity facilitation in order to help develop student mentorship in a professional setting.
* Provides strong classroom management skills, and ensure all participants follow agency and program rules;
* Maintain regular communications with Director
* Attends regular staff meetings, professional development trainings and workshops outside of program hours;
* Serves as a positive role model, upholds professional behavior and works closely with all staff members in a team-based respectful setting;
* All other projects and tasks as required ensuring the safety and security of all participants and the smooth operation of programming.

**Qualities/Qualifications:**

* Current college students or individuals with a Bachelor’s Degree in specific discipline/content-area preferred; high school diploma or its equivalent and a minimum of two years’ experience working with elementary or middle school aged youth; interested candidates must have skills in Math and English. Teaching or tutoring experience required. Exceptional group management, problem-solving and conflict resolution skills;
* Excellent verbal and written communication skills;
* Interest and experience in youth development. Ability to create interactive academic and/or enrichment activities in the relevant discipline area that are age-appropriate;
* A genuine enthusiasm for developing professional skills through training opportunities and field practice;
* Availability during after-school hours, generally 2:00-6:00pm; 15 hours per week(plus staff meetings and planning), Monday-Friday during the school year, 8am-6pm on school holidays;
* Ability to work as part of a team within a school community;
* Ability to communicate effectively and respectfully with a broad range of people including school staff and parents;
* Knowledge of Tennis a plus.

**Salary: $20 to $25/hour**

**Locations:** In the Bronx.

This a Part-Time Position / FLSA Status: Non-Exempt

**How to Apply**

Qualified candidates should forward cover letter and resume [jobs@nyjtl.org](mailto:jobs@nyjtl.org). No phone calls please.