

About NYJTL

The New York Junior Tennis and Learning (NYJTL) is one of the largest after school tennis and education-themed community organization that offers comprehensive school and community-based programs throughout New York City's five boroughs. The NYJTL afterschool program provides children with safe and nurturing environments in which they 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 and middle schools 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.

Education Specialist- Job Description

The Education Specialist, along with the Site Director and Assistant Site Director is responsible for coordinating educational activities and developing curriculum and reviewing lesson plans. Education Specialists assist the Activity Specialists and Group Leaders in program activities and assure that the homework help component for the program runs effectively and smoothly. The Education Specialist also provides training for staff.

Requirements:

- Bachelor's Degree in education, child development or a related field.
- Minimum of two years' teaching experience.
- Knowledge of NYS common core learning standards.
- Experience in developing curriculum and creating lesson plans.
- Competency in education and youth development.
- Exceptional group management, problem-solving and conflict resolution skills.
- Strong verbal and written communication skills.
- Experience working with children from diverse background.
- Knowledge of DYCD and DOH mandates.
- Ability to work as part of a team within a school community.
- Must be able to work remotely.
- Knowledge and experience with online/virtual programming preferred.
- Must maintain a working cell phone and internet access throughout your assignment.

Major Duties:

- Assist with the development of program schedules and activities.
- Assists in insuring a safe and supportive environment for activities.
- Develops and maintains relationships between day school and after-school.
- Oversees homework help and supervises any tutors.
- Assists in developing special academic projects and activities.

- Models polite, courteous and respectful behavior while interacting with participants & staff.
- Perform other duties as requested by management.