

## **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:**

- Must have a high school diploma associate degree preferred
- Minimum of one to 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
- Excellent interpersonal, written and 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 appropriate behavior of students during program transitions and while class is in session
- Assists students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students reading, language, spelling, facilitating activities, colors, number charts, checks homework, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.
- Attend and supervise children during special projects and field trips, including those which occur outside of regular program hours.
- Work with Activity Specialist engaging them in the lesson plan development process and modeling activity facilitation to help Group Leaders develop professionally and eventually to become Activity Specialists
- 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 policies and procedures in a pro-active manner, making the safety and care of children your primary focus.
- Perform related duties and responsibilities as requested by the Site Director.
- Must be able to facilitate on-site curriculum