

### **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 youths from ages 5-18. 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 NYJTL afterschool program operates in elementary and middle schools located in the Bronx, Brooklyn, Manhattan and Queens. We are seeking bright, dedicated individuals who have a strong interest in working with after-school programs.

### **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. They are responsible for helping to execute in a quality manner a pre-designed curriculum and be excellent team players with Activity Specialists.

Ideal candidates will be highly motivated, organized and able to manage large groups of children. They should have knowledge of after-school programs, 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 or an associate degree preferred.
- Minimum of one to two years' experience working with elementary or middle school-aged children preferred.
- Competency in youth development and childcare.
- 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 diverse constituent.

**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 assisting 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.
- 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.
- Perform related duties and responsibilities as requested by the Site Director.