

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.

Tennis Coach Level 1

Assist in the successful day-to-day operation of tennis programs for youths at assigned site. This includes youth supervision, programming and the administrative and physical aspects of tennis lessons, coaching, drills and game play.

Primary Responsibilities:

- Reports to assign site daily on time properly attired and ready to work.
- Adheres to positive coaching philosophy motivating participants through encouragement and praise.
- Models polite, courteous and respectful behavior while interacting with program participants and staff.
- Assist in teaching and practice programs.
- Facilitates and supervises matches including recording and reporting scores and results.
- Assist in court setup and court breakdown, ensuring cleanliness and safety.
- Assists in all activities needed for the orderly operation of the program: supervising children during snack/supper, facilitating dismissal, conducting field trips, hosting special events, etc.
- 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 other duties and special project as requested by management.

Key Competencies Required

- Attendance and punctuality.
- Appropriate professional attire and grooming.
- Role model character education.
- Demonstrate improving tennis and/or youth engagement skills.
- Demonstrate effective initiative, teamwork, communication and cooperation.

Required Skills/Experience:

- High school degree or equivalent or currently enrolled in high school.
- Beginners coach with at least 2 years of experience teaching tennis and working with kids at schools.
- Successful completion of pre-employment basic tennis skills assessment.
- Completion of NYJTL or similar tennis coaching seminars.

Tennis Coach Level 2

Facilitate or co-facilitate the successful day-to-day operation of the tennis programs at assigned sites. Supervising the participants, the programs, the physical aspects of tennis lessons, coaching, drills, tournaments and game play.

Primary Responsibilities:

- Adheres to positive coaching philosophy motivating participants through encouragement and praise.
- Models polite, courteous and respectful behavior while interacting with program participants and staff.
- Lead in teaching and practice programs.
- Facilitates and supervises matches including recording and reporting scores and results.
- Manage court setup and court breakdown, ensuring cleanliness and safety.
- Assists in all activities needed for the orderly operation of the program: supervising children. during snack/supper, facilitating dismissal, conducting field trips, hosting special events, etc.
- Maintain programmatic records including participation, performance.
- Assess participant tennis skills. Make student referral to other NYJTL tennis programs as appropriate.
- 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 other duties and special project as requested by management.

Key Competencies Required

- Attendance and punctuality.
- Appropriate professional attire and grooming.
- Role model character education.
- Demonstrate youth engagement skills.
- Demonstrate use of proper tennis terminology.
- Demonstrate improving tennis and/or youth engagement skills.
- Demonstrate effective initiative, teamwork, communication and cooperation.

Required Skills/Experience:

- High school degree or equivalent.
- Up to 4 or 5 years of experience teaching tennis and working at school programs.
- Successful completion of pre-employment basic tennis skills assessment.
- Completion of NYJTL or similar tennis coaching seminars.
- Requires previous experience working with children in similar setting.

Tennis Coach Level 3

Facilitate the successful day-to-day operation of tennis programs at assigned site, youth and programs supervision, manage the administrative and physical aspects of tennis lessons, coaching, drills, tournaments and game play.

Primary Responsibilities:

- Adheres to positive coaching philosophy motivating participants through encouragement and praise.
- Models polite, courteous and respectful behavior while interacting with program participants and staff.
- Lead in teaching and practice programs.
- Facilitates and supervises matches including recording and reporting scores and results.
- Manage court setup and court breakdown, ensuring cleanliness and safety.
- Maintain programmatic records including participation, performance.
- Assess participant tennis skills. Make student referral to other NYJTL tennis programs as appropriate.
- May supervise other coaches at site.
- Ensure that instruction and games are safe, well organized and fun for program participants.
- Attends required meetings and staff development workshops.
- Assists in all activities needed for the orderly operation of the program: supervising children during snack/supper, facilitating dismissal, conducting field trips, hosting special events, etc.
- 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 other duties and special project as requested by management.

Key Competencies Required

- Attendance and punctuality.
- Appropriate professional attire and grooming.
- Role model character education.
- Demonstrate youth engagement skills to ensure maximum participation and retention.
- Demonstrate use of proper tennis terminology.
- Demonstrate effective initiative, teamwork, communication and cooperation.

Required Skills/Experience:

- High school degree or equivalent.
- 5 or more years of teaching tennis and working at school programs.
- Successful completion of pre-employment basic tennis skills assessment.
- Previous tennis coach experience.
- Completion of NYJTL or similar tennis coaching seminars.
- Requires at least one-year previous experience working with children in similar setting.
- Knowledge of USTA's 10 and under tennis using the QuickStart format.
- Prior experience in assisting with operating tennis tournaments.
- Player experience as a junior, college or adult preferred.

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