

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.

Activity Specialist- Job Description

Activity Specialists must have a strong interest in working with youth and have expertise in one or more disciplines or content-specific program activities or subjects such as dance, drama, sports or other activity or subject that enriches the experiences of children in the NYJTL program and help them stay interested and do better in school. Activity Specialists must be able to develop lesson plans in their area(s) of expertise and reinforce learning with the aid of Group Leaders. They also must be skilled in engaging children. Activity Specialists 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)

Qualities/Qualification Requirements:

- Must have an associate degree, bachelor's degree preferred or attending college with appropriate training or certification.
- Two years' experience working with elementary or middle school-aged children.
- Exceptional group management, problem-solving and conflict resolution skills.
- Strong verbal and written communication skills.
- Ability to create interactive academic and/or enrichment activities that are age-appropriate.
- Genuine enthusiasm for developing professional skills through training opportunities and field practice.
- Ability to work as part of a team within a school community.
- Ability to communicate and work effectively and respectfully with diverse constituents.
- 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.
- Knowledge of tennis or a willingness to learn preferred.

Duties and Responsibilities:

- Supervise participants while maintaining order, providing a conducive learning environment and ensuring their safety.
- Responsible for developing weekly activity lesson plans in area(s) of specialty.
- Facilitate activities that foster the development of new skills in children.
- Assist in all activities needed for the orderly operation of the program, including the supervision children during snack/supper, facilitating dismissal, conducting field trips, hosting special events, etc.
- Work with Group Leaders engaging them in the lesson plan development process to help them develop professionally and eventually become Activity Specialists.
- Provide strong classroom and behavioral management skills ensuring that all participants follow agency and program rules.
- Complete all projects and tasks as requested while ensuring the safety and security of all participants and the smooth operation of programming.
- Attend and supervise children during special projects and field trips including those that occur outside of regular program hours.
- Complete 15 hours of professional development each calendar year.
- Attend all meetings, training workshops and special events as required including those outside of program hours.
- Serve as a positive and engaging role model for students; work with students one-on-one when necessary and be flexible to meet their needs.
- Perform other duties and responsibilities as assigned.

Specialist/ Essential Duties And Responsibilities:

- Must complete 12 hours of childcare training as required within the first three months of employment.
- Responsible for supervising all participants particularly during classroom activities.
- Responsible for maintaining classroom space in an organized and clean fashion.
- Must report and log all incidents/ injuries to supervisor accordingly.
- Chaperone youth group during trips and other field activities.
- Assist with all aspects of programming (i.e. following organizations mission; supervising all youth, working collectively and communicating with all staff).
- Must attend all required department/ agency meetings and/ or trainings.
- Create lessons and curriculum around specialty.
- Implement and facilitate projects and recreational activities for school year or summer camp.
- Take initiative to assist program participants and group leaders.
- Maintain proper use of program supplies.
- Help enforce all rules and regulations and codes of conduct.