

About NYJTL

The New York Junior Tennis and Learning (NYJTL) is one of the largest after school tennis and education-themed community organizations that offers comprehensive school and community-based programs throughout New York City's five boroughs. NYJTL afterschool programs provides children with a safe and nurturing environment where they can thrive academically while receiving critical support to reach their potential both on and off the tennis court. The afterschool program operates in elementary, middle school and high school.

Assistant Site Director

Job Description

The Assistant Site Director is required to be on site throughout the duration of the after-school program to ensure that the logistical needs of the program are met. The Assistant Site Director reports to and work in conjunction with the Site Director to ensure the overall success of the after-school programs. They must have a strong commitment to children. Must be willing to learn and implement new strategies to inspire students to be positive, thoughtful, and motivated to work hard. They are supported by the Group Leaders and Activity Specialists.

Job Status: This is a part-time position

Qualities/Qualification Requirements

- Must have completed a bachelor's degree in education, physical education or child development.
- Two years' experience working with elementary or middle school-aged children with diverse backgrounds.
- Must have strong leadership qualities.
- Must have exceptional project management, data management and organizational skills.
- Excellent staff management and administrative skills.
- Excellent knowledge of youth development and education.
- Must have excellent written and oral communication skills.
- Must have problem solving skills, be able to multi-task as well as maintain an overall positive and professional disposition.
- Must be able to develop and implement age appropriate curriculum.
- Facilitate and maintain working relationships with school staff, principal and offsite staff.
- Must have strong conflict resolution and crisis management skills.
- Proficiency in Microsoft Office Suite (primarily Word and Excel).
- Knowledge of DYCD and DOH mandates.

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- Demonstrates knowledge of, and supports, the ideal of Arthur Ashe and NYJTL mission, vision, value statements, policies and procedures, and code of ethical behavior.
- Participate in and contribute to all training activities professional development activities, which may, on occasion, take place outside of regular hours and maintain the State's qualifications and training requirement for the SACC-License.
- 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.

Duties and Responsibilities

- Supports the daily operation of the afterschool program.
- Ensure regular attendance by participants.
- Ensure staff provides a positive learning experience to youth.
- Maintain accurate and current staff, program and participant records.
- Assist with staff hiring as needed.
- Ability to innovate and improve program quality, as needed, to match program participant needs and interests
- Knowledge of DYCD/YouthServices.net online preferable.
- Participate in NYJTL city-wide program events and training sessions.
- Perform other duties and responsibilities as assigned.