

### **About NYJTL**

The New York Junior Tennis and Learning (NYJTL) is one of the largest after school tennis and education-themed community organization and offers comprehensive school and community-based programs throughout New York City's five boroughs. The NYJTL afterschool program provides children with safe and nurturing environments 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.

### **Site Director**

The After-school Site Director will lead and manage the day-to-day activities of NYJTL's after school program. They must be able to manager the staff and provide school-based afterschool programming to youths. They are also responsible for executing NYJTL's program curriculum in a quality manner, supervise Assistant Site Director, Group Leaders and Activity Specialists.

### **Primary Responsibilities**

- Oversee a high-quality youth development program that incorporates NYJTL's mission, vision and positioning, strong leadership skills, contractual requirements, and engaging activities for participants.
- Must be able to meet enrollment and Rate of Participation (ROP) at all time successfully.
- Responsible for making sure all line staff are trained in all areas of the program operation.
- Must ensure qualified staff are on duty to meet required ratios during all childcare hours. During breaks, lunch and short-term absences (three days or less).
- Supervise staff and oversees training. Together with Ed Specialist develop and implements education curriculum.
- Must be willing to abide by and maintain the State's qualifications and training requirement for the SACC-License in order to maintain all Agencies regulations.
- Must be able to effectively carry out program operations and policies to achieve program goals and meet needed requirements.
- Have a strong sensitivity to cultural differences present among staff and children within our organization.
- Provide support and assist with staff development and program development; Supervising staff and participants; Reviewing staff performance, providing suggestions and coaching; Steps in for activity specialists and group leaders as needed
- Redirects behavior not conducting to NYJTL guidelines or performance expectations.
- Must have working knowledge of DOH, DOE and DYCD regulations and codes, and ability to handle site inspections.

- Experience in developing and managing complex budgets; ability to stay within budget.
- Develop and maintain a strong relationship with the school staff (e.g. principal and teachers), community served, and outreach to members within the community to develop partnerships that will support program development and the delivery of high-quality services.
- Must be able to keep all required administrative records and files according to program requirements and applicable regulations.
- Responsible for appearance and safety of facility.
- 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 projects as assigned by Management.

**Required Skills/Experience:**

- Bachelor's Degree required with preference in Education, Psychology, Sociology or related field.
- Minimum of two year of supervisory and management experience developing and implementing youth programs, staff training and evaluation; ability to work with a diverse staff of varying professional and educational experiences.
- Demonstrate ability in program outreach and recruitment, budgeting, performance-based contracting and compliance with SACC licensing procedures.
- Requires effective oral and written communication skills, excellent interpersonal skills and experience.
- Must be able to display all of the qualities that we seek to instill within our students, such as confidence, creativity, an ability to resolve conflicts peacefully and a love for art.
- Demonstrated ability to relate to young people and staff as a positive adult role model.
- Proficiency with various computer programs and willingness to learn new ones.
- Ability to maintain confidentiality and use appropriate discretion.