

**Program Site Director of Afterschool Programming.**

***Agency Mission:***

New York Junior Tennis and Learning (NYJTL) is a tennis-themed nonprofit organization offering comprehensive school and community-based out-of-school time programs to youth 6-18 years of age throughout New York City.  We are among 500 chapters of a national organization started by Arthur Ashe to give inner-city youth a chance to learn the game of tennis and provide them with experiences they normally would not get otherwise.  NYJTL is the largest of the chapters, and we offer a safe and nurturing environment in a school setting where youth can participate in different sporting activities, especially tennis, and thrive in an academically supportive environment to help them reach their maximum potential.  NYJTL operates its programs in elementary and middle-schools throughout New York City.

***Position Summary:***

The Program Director will lead and manage the day-to-day activities of NYJTL’ (DYCD/OST) out-of-school time programs in Brooklyn. Program Site Director will lead a staff of 15-20 staff member responsible for a maximum of 100/150 children. Program Site Director is responsible for executing NYJTL’s program curriculum and program design in a proficient manner with some latitude to innovate new programming to give children different growth experiences.

The Program Site Director will be supported by an Assistant Site Director, Group Leaders and Activity specialists in various enrichment activities such as sports (e.g. tennis, basketball, soccer, martial arts), dance, music, drumming, theater, nutrition, and character development. The ideal professional will be highly-motivated, organized and detail-oriented with experience in youth development and knowledge of after-school programs, familiarity with the out-of-school-time model and the mandates of the NYC Department of Youth and Community Development (DYCD) and Department of Health and Mental Hygiene (DOH).

Program Site Directors bears the overall responsibility for the quality and success of the program. This includes, but is not limited to: maintaining a safe and organized environment, supervising staff, and instilling the values of sportsmanship and fair play in participants. As the Program Site Director of the afterschool program he or she will implement new strategies to get children to learn efficiently and effectively.

***Responsibilities:***

* Implements a high-quality program, which includes a supportive and engaging environment.
* Develops recruitment strategies to increase and maintain site registration, encouraging parent and community development and involvement.
* Oversees all on-court and off-court activities for staff and participants.
* Promotes the philosophy, mission, and vision of the NYJTL.
* Adheres to all NYJTL policies, practices, and procedures while ensuring program compliance are met with the directives of all program regulators and funders.
* Informs staff and participants of all NYJTL programs, tournaments, and other opportunities for tennis development and educational guidance.
* Keeps accurate records of registration, attendance, and staff and participant information.
* Completes and submits all paperwork and/or reports in a timely manner.
* Assesses program quality and identifies opportunities for improvement.
* Attends all meetings, trainings, orientations, special events, and workshops as required by the program supervisors including but not limited to activities that   
  occur outside of program hours.
* Serves as a positive role model, upholds professional behavior, and works closely with all staff and participants in a team-based, respectful setting.
* Completes all other projects and tasks as required at the discretion of his/her supervisor, which include safety and security of all staff and participants and the smooth operation of the program.
* Demonstrates key competencies including: initiative, teamwork, and adhere to the highest professional conduct.
* Ability to be flexible and execute the highest performance, reliability, productivity, and effective communication.

***Qualities/Qualification Requirements:***

* Bachelor’s Degree in Education or Social Sciences preferred.
* Minimum of two years’ teaching experience working with elementary or middle school-aged children.
* Knowledge of OST programs and/or After-school programs.
* Experience in program development and reviewing lesson plans.
* An ability to work flexibly, efficiently, and diplomatically with diverse constituent groups.
* Prior supervisory experience.
* Competency in education and youth development.
* Exceptional group management, problem-solving and conflict resolution skills.
* Strong verbal and written communication skills.
* Experience working with children from diverse background and ethnicities.
* Knowledge of tennis and/ or a willingness to learn preferred.
* Ability to work as part of a team within a school community.
* Exceptional project management, leadership qualities, data management, communication, and organizational skills.
* Strong conflict resolution and crisis management skills.
* Exemplar team-building and collaborative leadership skills.
* Employment clearance through the NYJTL and other regulatory agencies and/or funders, as applicable.
* Ability to act as liaison between school administration and extended day staff.
* Model strong classroom and behavioral management skills, ensuring staff as well as program participants follow agency and program rules.
* 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.
* Attend all meetings, training workshops and special events, as required, inclusive of those outside of program hours.
* Serve as a positive role model.
* Adhere to all NYJTL policies, practices, and procedures.

**Job Status:** This is a full-time position.

***How to Apply***

Please send your resume, along with a cover letter with an explanation as to why you should be considered for the position, to [jobs@nyjtl.org](mailto:jobs@nyjtl.org).  No telephone inquiries.  All applications must be submitted via email.