



POSITION TITLE: Part-Time After School Coordinator /Lead Teacher
LOCATION: Bronx, NY
POSITION REPORTS TO: Executive Director
OFFICIAL START AND END DATE: Now – June 2017

SALARY AND HOURS:

- Fridays 1:30 PM – 6:00 PM; \$80 flat rate Friday
- \$15 per hour for meetings
- Additional hours must be approved by Human Resource Manager
- Must attend training sessions and Coordinator meetings

About Fit 4 Life NYC

Fit 4 Life NYC is growing fast and we're looking for smart, ambitious individuals to join us for the ride. We are committed to supporting schools, non-profit organizations and under-served communities in creating healthy and active environments. We accomplish this by offering an array of programs including Physical Education classes, school day and after school enrichment and fitness classes for teachers and parents.

We are looking for people who are passionate about living an active lifestyle and can embrace our *PLAY WITH A PURPOSE* motto. As a member of Fit 4 Life NYC, we want you to be inspired in your professional life and supported in your personal life. We want you to build your skills and grow with our family. We want you to give back to your community and to yourself.

As one of our *After School Coordinators* you will have the opportunity to stand out and make a distinct impact. Our small team contributes to an environment where your work is noticed.

Job Description for Fit 4 Life NYC After School Coordinator

The Part-Time Athletics and Movement-Based Program Coordinator (AMPC) has overall accountability for the growth, quality and success of an athletic and creative movement-based program for elementary school children. The primary responsibility of the (AMPC) is to manage the day-to-day operations of the Fit 4 Life NYC on-site afterschool programs, ensure that Fit 4 Life NYC quality standards and guidelines are met and that the program is meeting all contract requirements. The (AMPC) works in conjunction with key school personnel and Fit 4 Life NYC staff to implement the Fit 4 Life NYC Program Model. He/she fosters an atmosphere of fun and learning where the concept of teamwork, all-inclusiveness and sportsmanship can flourish. The (AMPC) always conducts him/herself in the utmost professional manner and always maintains appropriate boundaries

The Fit 4 Life NYC afterschool program will offer, on-site, a mixture of creative movement, physical fitness and team-building to elementary school children. The After-School Program Coordinator/Lead Teacher will play a dual role as Coordinator and Lead Teacher for a group of 55 students. He/she will have additional business management responsibilities to include:

- Collect and present monthly program reports on key statistics (participants attending, enrolled, financial/budget reports, pre and post surveys for parents).
- Creating and establishing the brand of Fit 4 Life NYC on-site.
- Creating and implementing the policies, procedures and protocols of the Fit 4 Life NYC Afterschool Program.
- If applicable, collect monthly payments from parents/families
- Assisting Fit 4 Life NYC Team in creating and implementing programmatic goals
- Attends staff meetings and supervision at main office to discuss program outcomes.

Essential Job Functions:

Programmatic Oversight

- Accountable for ensuring Fit 4 Life NYC maintains an emotionally and physically safe environment for all youth.
- Works with the program staff to develop an appropriate curriculum and plan activities that are consistent with the mission of the Fit 4 Life NYC program and provide opportunities for children to successfully be engaged and participate. This includes establishing a combination of program activities that provide skill-driven and competitive sports, fitness and creative movement instruction for elementary school children.
- Works closely with partner school in organizing special and culminating events, including showcases that highlight student achievement and family health and fitness events
- Through both formal and informal assessments, the director will track the progress of the program and provide progress reports to partnering school and Program Manager
- Bi-Weekly meetings with staff
- Works closely with Fit 4 Life NYC in the development and implementation of innovative and age appropriate curriculums, enrichment activities, and theme based projects taking into consideration the youth's needs and abilities.
- Provides site based support, development and recognition for all staff in the program in order to ensure success in the implementation of program objectives.



Relationship and Partnership Management

- Cultivates and forges positive relations with Principal, Assistant Principals, teachers, and parent coordinators and other key constituents in the community while actively seeking to raise their awareness of our Fit 4 Life NYC program and engage their support in ensuring programmatic quality for the youth we serve.
- Collaborates with school liaison on program delivery to align Fit 4 Life NYC with the school's goals in relation to the after school program.
- Effectively communicates these goals to Fit 4 Life NYC program staff
- Ability to resolve conflicts and negotiate solutions among staff, parents, community and schools
- Promotes the program in the school community through flyer distribution, school visits, and attendance at meetings.
- Creates and distributes program updates via newsletters and external communications, attend outreach events and establish successful communication as the organization's lead ambassador to their school.
- Identifies and utilizes community resources, including other schools, universities/colleges and community and government agencies.
- Keeps the Fit 4 Life NYC Executive Director and HR Manager informed of pertinent site information, including any challenges in fulfilling responsibilities.

Operations

- Monitors and ensures all program compliance, including but not limited to student registration, ratios and attendance tracking.
- Manages evaluation and assessment procedures for the program.
- Ensures timesheets of instructors are accurately completed and submitted to Payroll on time.
- Maintains accurate records on site (i.e., file box, staff files, program flyers, materials, schedule and curriculum).
- Assists in tracking all equipment and supplies used by Fit 4 Life NYC.

Required skills:

- Experience teaching elementary school-aged children
- Behavior and classroom management\Administrative skills
- Passion for the Fit 4 Life NYC mission and youth development
- Strong leader and team-builder; Reliable, organized and punctual
- Knowledge of effective creative movement and fitness programming
- Ability to establish and maintain effective working relationships with program staff and school partners
- Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand
- Must have excellent organizational, time management and follow-up skills
- Must be able to clearly articulate outcome requirements and provide the necessary and appropriate resources and support for Fit 4 Life NYC Instructors to successfully deliver on objectives
- Responsible and professional conduct that serves as role model to staff and youth
- Exhibits strong character traits and exercises patience and creativity while seeking win-win scenarios
- Ability to set priorities and meet deadlines; Must demonstrate ability to manage multiple priorities simultaneously
- Proficiency in Microsoft Excel, Outlook, and Word

Qualifications:

- Bachelor's degree preferred with preference in Education, Psychology, or Social Work.
- Prior work experience in physical education and/or overseeing movement-based after school program
- Supervisory experience
- Prior work experience in special education
- Teaching and after school management experience preferred.
- Experience with budget management, fiscal planning, and/or Accounts Payable preferred
- Must pass pre-employment background investigation including but not limited to employment history and criminal background check

BENEFITS

- A rare opportunity to do good for the NYC community while undertaking a fast paced and dynamic growth opportunity
- Professional development opportunities provided
- We encourage you to take risks and develop creative, outside-the-box solutions to impact the value of the services we offer our clients
- Free Fit 4 Life NYC adult fitness classes when available