



AYTEF is a nonprofit 501 (c)(3) organization that aims to ENRICH the lives of under-resourced youth through tennis and education. We SERVE through sport so that our youth participants can ACHIEVE without limit on the court, in the classroom, and in life.

Position Title/Compensation: AYTEF Academic Coordinator

AYTEF is searching for a part-time Academic Coordinator to ensure the academic success of our core group of *GameSetMatch* participants, mainly students in elementary and middle school grades. The role of the Academic Coordinator will require on-site program administration at Fair Oaks Tennis Center as well as virtual assistance and tutoring on an as needed basis. The Academic Coordinator will work to assess the academic needs of each participant, develop and implement a plan to address academic weaknesses or encourage academic passions, and track the academic progress of all participants individually and as a whole group. The ability to directly tutor elementary or middle school students in academic subject areas is preferred. Applicant must be willing and equipped to identify, establish, and track quantifiable key performance metrics for academic improvement and program impact.

The hourly rate of pay for this position ranges between \$25-\$35 per hour depending on certification and/or experience level. Approximate hours of work per week are 7-10 or as needed to adequately support the academic needs of our *GameSetMatch* participants.

Start Date: Immediate

Facility Information:

All current AYTEF programs are located at Fair Oaks Tennis Center in Marietta, GA. Fair Oaks has 12 lighted hard courts and a pro-shop building. The indoor space includes areas and supplies specific to the delivery of AYTEF academic enrichment. The address is 1460 West Booth Road Ext. SW, Marietta, GA 30008.

Schedule (subject to cancellation due to weather):

- At Fair Oaks Tennis Center for *GameSetMatch* on Mondays/Wednesdays from 4:30-7:00 p.m.
- Virtual offerings to be determined on an individual and as needed basis.

Primary Responsibilities:

- Maintain effective, consistent, and professional communication with program participants, families, and staff

- Work in partnership with the Executive Director and various Program Directors to promote, coordinate, and deliver quality programs that serve the academic needs of the participants as they pertain to AYTEF's mission and vision
- Deliver quality instruction that gets youth excited to participate and progress in AYTEF programs
- Assess the academic needs of each participant through purposeful and ongoing communication with parents and participants as well as through school issued report cards, progress reports, or other available means
- Develop and implement a plan to address academic weaknesses or encourage academic passions, both on an individual participant level and whole group level
- Design and lead an academic enrichment program at Fair Oaks Tennis Center on Mondays and Wednesdays that addresses and strengthens identified areas of academic need
- Recruit and engage volunteers to help with program delivery, homework help, and academic tutoring
- If necessary, develop and implement a virtual *Homework Help* program that helps address participants' areas of academic needs through virtual tutoring and volunteer involvement
- Identify, establish, and track quantifiable key performance metrics for academic improvement and program impact

Current Program Information:

Established in 2003, Atlanta Youth Tennis & Education Foundation (AYTEF) is a nonprofit 501 (c)(3) that offers free and low-cost programs near Title I schools with high concentrations of students from low-income homes. AYTEF is a registered National Junior Tennis & Learning (NJTL) organization that undergoes annual accreditation reviews with the United States Tennis Association Foundation (USTAF). As an NJTL, we are part of a nationwide network of over 270 community tennis associations that seek to empower underserved youth by using sport to promote whole child development and wellness.

GameSetMatch is AYTEF's year-round tennis, academic, and life-skills development program option for youth in grades K-8. Offered on Mondays and Wednesdays from 4:30-7:00 p.m., the low-cost program provides youth with 1 hr 15 min of tennis and 1 hr 15 min of character development curriculum and academic enrichment. Life-skills and character development instruction takes about 5-10 minutes to complete. The remaining time for academic enrichment currently consists of homework help, reading, and enrichment workbook completion. Fridays all youth come to enjoy tennis only from 5-6:30 p.m.

The indoor portion of our *GameSetMatch* programming is not mandatory for all program participants. We currently have 25 youth enrolled in GameSetMatch. Approximately 5-7 youth attend the grades K-3 indoor academic enrichment, and an additional 5-7 youth attend the grades 4-8 portion. We would like to incentivize all program participants to participate in and benefit from the academic enrichment that AYTEF strives to provide. And, we would like to incorporate academic performance incentives for both in school and out of school for all *GameSetMatch* participants.

Homework Help is a virtual program that AYTEF launched during the height of COVID restrictions and school closures. Using Zoom or Google Meet, we aimed to match AYTEF youth with high school volunteers for homework completion, reading, or other academic enrichment tasks. AYTEF struggled with consistency from volunteers and participants, and some participants needed more academic help than a high school student could appropriately provide.

AYTEF hopes to re-launch and grow this program in 2022 to better serve the academic needs of our program participants. The Academic Coordinator could use this opportunity and platform to provide tutoring or other targeted support to AYTEF youth.

Qualifications:

- Tech savvy/familiar with different academic software
- Passion for improving the lives of under-resourced and at-risk children
- Excellent people and communication skills
- Experience as a teacher or relevant position
- Punctual, professional, and strong organizational skills
- Excellent time-management skills
- Ability to work at Fair Oaks Tennis Center on Mondays and Wednesdays from 4:30PM-7:00PM
- Ability to deliver instruction and communication through virtual means such as Zoom or Google Meet
- Ability to connect with participants and families off the court to best assess their needs, capacity, and desires for academic enrichment
- Team player that has the desire and ability to work with youth participants at various skill and academic levels
- College degree
- Self-motivated to deliver quality programming
- Strong background in teaching and/or education

Application Instructions:

If you are interested in joining AYTEF and making a difference for under-resourced youth in Atlanta, please submit your resume and confirmation to debbie@aytef.org.

As part of the hiring process, applicants will be asked to conduct a site visit to view and observe the current program as well as plan and deliver one academic enrichment activity for current program participants. The requirement to observe and teach can occur on different days if so desired by the applicant.

For more information, please find AYTEF's contact information below:

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