

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org

Position: Assistant Director of Youth Services
Department: Youth Services
Reports to: Director of Youth Services
Hours: Full-Time
FLSA: Exempt
Reviewed: 10/16/2017

Position Summary:

The Assistant Director of Youth Services will assist in leadership, management and motivation to the Youth Services department. The Assistant Director will oversee and manage the daily operations of the Washington Houses Community Center (WHCC) to ensure a safe, robust and welcoming environment. The Assistant Director supervise the College Readiness, 21st Century Learning Center Program at Esperanza Preparatory Academy and the Harlem Bronx LGBT Task Force. The Assistant Director will oversee the day to day operations of the programs including hiring, training, evaluating, and supervising of staff, program development, managing relations with schools and program partners, managing the program's budget, and meeting all contractual obligations. The Assistant director will also be responsible for marketing the programs to target communities and schools, representing the program at off-site meetings and conferences, and establishing relationships with colleges and universities. The Assistant Director will ensure all program guidelines are being followed and contractual obligations are met. Additionally, the Assistant Director will participate in grant writing and fundraising efforts on behalf of Youth Services and manage the department in the absence of the Director of Youth Services.

Responsibilities:

- Supervise program staff, including the hiring and management of staff and completing annual performance evaluations.
- Supervise maintenance team and partner with Director of Facilities to ensure maintenance team is up-to-date with cleaning and safety protocols and procedures including obtainment of Certificate of Fitness.
- Create and maintain a welcoming, clean, productive, and encouraging environment for participants, their families, and members of the community at the WHCC.
- Provide training, ongoing support, and supervision of all high school programming.

- Collaborate with Youth Services Platform Team, as needed, for support and guidance for program development.
- Participate in Youth Services programmatic committees.
- Develop new initiatives to meet the ongoing needs of the Youth Services Department
- Conduct site visits to support offsite programs.
- Attend committee meetings, programmatic meetings, departmental meetings, agency wide leadership staff meeting and grant related meetings.
- Plan and execute end of the year awards program and inter-program special events and activities.
- Provide leadership for Platform meeting and Youth Service meeting at the Directors request
- Additional duties as assigned by the Director of Youth Services.

Qualifications:

- Master's Degree in School Counseling, Education or related field and demonstrated experience working with a wide range of participants from high-risk, probation and/or court-involved to motivated college ready urban youth, ages 13 to 24 preferred.
- Three years of successful supervision of staff.
- Successful completion of background and criminal record check, fingerprinting check, and reference check required.
- Strong organizational, verbal, written and budgeting skills.
- Demonstrated computer skills.
- Skilled in college prep, college admissions and HS graduation requirements
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- An innovative and patient professional dedicated to serving youth in an urban setting.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

jobs@unionsettlement.org

Please indicate Assistant Director of Youth Services in subject of e-mail.