

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.

Program Description:

The *Bridges program* seeks to provide all participants with a range of opportunities for learning, guidance and mentorship, and creative self-expression for improving self-confidence and self-efficacy, cultivating interests and broadening worldviews, for challenging themselves, for helping others, and for becoming engaged in their schools and community. We also seek to provide our participants with many of the services to which they would otherwise not have access: computer classes, specialized high school prep, SAT prep, arts enrichment, tutoring, consistent physical education and recreation, and one-on-one mentorship and guidance. The

Position: M825 Legacy & Leadership Activity Specialist

Department: Youth Services

Reports to: M825 Program Director

Hours: Summer- 35 hours per week (Monday – Friday 8:30 am- 4:30 pm)
School Year – 15-19 hours per week (Monday – Friday 2:00 pm- 6:00 pm)

Position Summary: Curriculum development, activity facilitation, and classroom management.

Responsibilities:

- Plan and implement weekly lesson plans related to the Legacy & Leadership workshops.
- Engage participants in identifying, developing and executing multi-community service projects of their own design through research, guest speakers, monthly community trips, reading, library visits, participation in Lunch 4 Learner campaign, and group work culminating into an end of quarter project.
- Cultivate youth leadership, civic engagement, politics changing, and marketing strategies for 120 youth during after school and 75 youth during summer academy
- Organize and support students with homework help for 45 minutes daily. Review, sign off on each homework sheet, create emergency homework lessons, and collect homework sheets from all instructors daily.
- Create a workshop environment conducive for learn.
- Identify and review educational plans and future aspirations of each participant on caseload (approximately 25 participants).
- Work cooperatively with all Isaac Newton staff, other community based organizations, students, and parents.

- Review caseload with site supervisor during monthly supervision and submit agenda for supervision one day prior to supervision.
- Facilitate intake for the program, which includes:
 - Recruiting 30 NEW STUDENTS from Isaac Newton and/or neighboring schools
 - Distributing applications
 - Collecting applications
 - Making follow up phone calls and e-mails
 - Assisting teachers, when necessary, on school trips
- Assist the Director of Policy & Advocacy to develop and implement civic engagement curricula
- Engage students to define and undertake advocacy activities, including but not limited to outreach, engagement with public officials, the media and public educators. Meet regularly with the Director of Policy & Advocacy and Bridges M825 Director to report on progress, identify opportunities for engagement and collaborate across Union Settlement advocacy programs.
- Maintain analyze and provide all data and recording necessary for proposals
- Additional responsibilities as assigned by Director of Youth Services, Program Director, or Site Supervisor.

Qualifications:

- Bachelor's Degree in Education or related field preferred; at minimum three years experience working in a youth services program.
- 3 years of experience in facilitating leadership workshops in schools, after school programs, or community based organizations.
- Bilingual (English/Spanish) preferred.
- Ability to tutor any middle school participant in at least one subject area.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- The ability to perform at a high level.
- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

To Apply:

Please send Cover Letter, Resume and References to:

hr@unionsettlement.org

Please indicate Bridges Legacy & Leadership Activity Specialist in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER