

UNION SETTLEMENT

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: COMPASS High School Program Director
Department: Youth Services
Reports to: Assistant Director of Youth Services
Hours: Part-Time, 18 hours per week

Overall Responsibility: The COMPASS High School Program Director is responsible for the day-to-day operation of the program, funded by the Department of Youth & Community Development (DYCD). Responsibilities include, but are not limited to the hiring, training, evaluation, supervision, and management of daily operations of a diverse staff. The Program Director is responsible for program development, managing relations with school and program partners, managing the program's budget, and meeting all contractual DYCD obligations. The Program Director will be responsible for marketing the program to target communities and schools, representing the program at off-site meetings and conferences, and establishing relationships with colleges and universities. The individual will participate in grant writing and fundraising efforts on behalf of the program, as needed.

Specific Responsibilities and Expectations:

- Ensure recruitment of 50 participants each year.
- Ensure Capricorn database is updated weekly including case notes, attendance, services, program schedule, and staffing.
- Develop preventative, workforce, life skills, leadership and college prep activities and workshops to support youth development.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.
- Partner with Esperanza Preparatory Academy school administrators and other key stakeholders to ensure high quality programming.
- Collaborate with families to solve problems.
- Participate in Youth Services programmatic committees.
- Attend committee meetings, programmatic meetings, departmental meetings, and agency-wide leadership staff meeting.
- Act as Equal Opportunity Liaison for DYCD/WIA contract. This includes:
 - Complying with the requirements of the Americans with Disability Act and Section 504.
 - Acting as a liaison to DYCD and the CRC.

- Maintaining the Discrimination Complaint Log.
- Conducting orientation for staff/participants on the equal opportunity WIA policies and procedures.
- Attending required equal opportunity meetings.
- Issuing the Notice of Rights to staff /participants and maintaining the NORA in staff/participants' folders.
- Additional duties as assigned by the Assistant Director of Youth Services and the Director of Youth Services.

Qualifications:

- Master's Degree in Education or related field strongly preferred; at minimum Bachelor's Degree in Education or related field.
- Familiarity with the DYCD funded COMPASS programs.
- Demonstrated experienced in practicing youth development principles and working with urban youth ages 14 to 19.
- Demonstrated understanding of the challenges facing youth in an urban setting
- Strong verbal and written skills.
- Strong, demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Strong commitment to working with youth.
- Bilingual (English/Spanish) preferred.

To Apply:

Please send Cover Letter, Resume and References to: jobs@unionsettlement.org

Please indicate COMPASS High School Program Director in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER