

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

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: Choices Site Supervisor
Department: Youth Services
Reports to: AIM Program Director
Hours: Full-Time

Position Summary:

The Site Supervisor is responsible for the daily operation of the *Choices* program including, but not limited to hiring, training, evaluating, and supervising of program staff. The Site Supervisor will also be responsible for program development and managing relations with key CASES staff, program partners, and community based organizations to ensure program needs are met. The Site Supervisor will be responsible for completing monthly and quarterly reports, as well as representing the program and agency during off site meetings, conferences, and establishing relationships with agencies in the communities of the participants.

The Site Supervisor will collaborate with CASES staff on intervention to participants for behavior modification, while also participating in workshops, trips, and activities. The Site Supervisor will work with CASES staff to maintain the after-school and summer schedules, facilitate weekly house meetings, and bi-monthly family nights. He or she will also be responsible for gathering program attendance sheets and data collection as needed for reporting purposes. Additionally, the Site Supervisor will assist in the coordination of connecting participants and families with after-care services, assist in program development, and manage relationships with key staff from CASES, program partners, and community-based organizations to ensure program needs are met.

Qualifications:

- Bachelor's Degree in Education, Criminal Justice, Social Work, Psychology or related field and demonstrated experience working with at-risk and/or juvenile delinquent populations; at minimum, 45+ college credits and 3 years of demonstrated experience working with at-risk adolescents.
- Successful completion of background and criminal record check, fingerprinting check, and reference check required.
- Highly skilled and experienced in interacting with at-risk urban youth ages 11 to 15.

- Strong organizational, verbal, and written skills.
- Demonstrated computer skills.
- Demonstrated experience facilitating successful preventative services (teenage pregnancy, substance, obesity, gang involvement), wellness or recreational workshops.
- 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, references, and salary requirements to:

hr@unionsettlement.org

Please indicate Choices Site Supervisor in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER