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: Intergenerational Tutoring Program Coordinator
Department: Youth Services
Reports to: Director of Literacy Programs
Hours: Part-time (25/week)
Note: Full time hours may be available, and would include additional hours of literacy-related program work at Union Settlement.

Position Summary:
The Intergenerational Tutoring Program Coordinator will oversee a joint intergenerational tutoring program being conducted in conjunction with OASIS, a national education organization that operates tutoring programs in cities throughout the United States. Working with elementary schools in East Harlem, the Program Coordinator helps to pair older adults to serve as mentors and tutors for young children with underdeveloped reading and language skills. The Program Coordinator is also responsible for administration of the program, including recruitment, placement, scheduling, and reporting, and will serve as the liaison with the partnering New York City schools, and with OASIS and the volunteer tutors.

Responsibilities:
- Participate in planning sessions, including meetings with OASIS personnel, the Superintendent of New York City Community School District 4, and the principals and teachers in the participating elementary schools, and Union Settlement staff.
- Conduct outreach to identify and recruit local residents interested in serving as volunteer tutors.
- Conduct training sessions for the tutors.
- Ensure all tutors are properly screened and are eligible to provide services in the New York City schools.
- Collaborate with school principals and teachers to identify student participants, and to secure permission from parents and guardians for the tutoring sessions.
- Establish a schedule of times and locations for the tutoring sessions.
- Conduct monthly tutor support meetings.
- Provide management and professional development to tutors through the school year as needed.

- Compile, maintain, and report various statistics, evaluations, surveys, reports and other information.
- Disseminate information to tutors, principals, teachers and parents.
- Participate in annual review and planning meetings.
- Address and resolve issues and problems as they arise during the school year.
- Coordinate with our Development Department on fundraising activities, preparation of funding proposals, and other events with funders and/or potential funders.
- Additional duties as assigned by the Director of Literacy Programs and Director of Youth Services.

Qualifications:
- Bachelor's Degree in related field preferred; Master's Degree in related field a plus.
- Significant experience in education, community outreach, and/or program coordination.
- Ability to undertake and complete multiple tasks at the same time.
- Excellent oral and written communication skills, including the ability to conduct outreach and make oral presentations.
- Excellent organizational and management skills.
- Excellent interpersonal and dispute resolution skills.
- Unquestioned personal and professional integrity.
- Innovative and analytic problem-solving abilities.
- A dedicated work ethic.
- Familiarity with the East Harlem community preferred, but not required.

To Apply:
Please send cover letter, resume, and three professional references to:
jobs@unionsettlement.org.
Please indicate Intergenerational Tutoring Program Coordinator in subject of email.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER