

# 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](http://www.unionsettlement.org).

**Position:** Intergenerational Tutoring Program Coordinator  
**Department:** Youth Services  
**Reports to:** Director of Literacy Programs  
**Hours:** Part-time (28/week)

### 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 with young children with underdeveloped reading and language skills. The adults will serve as tutors and mentors for the students, working with them one-on-one each week. The Program Coordinator is also responsible for all aspects of this program, including recruitment, placement, scheduling, reporting and oversight, and will serve as the liaison with the New York City school system, 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.
- 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 periodic/monthly tutor support meetings.
- 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.
- 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:

[hr@unionsettlement.org](mailto:hr@unionsettlement.org)

Please indicate Intergenerational Tutoring Program Coordinator in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**