

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Coordinator – Jefferson Senior Center

Department: Senior Services

Reports to: Director of Senior Services

Hours: Full-Time

Position Summary:

Under the supervision of the Director and Assistant Director, the coordinator is responsible for the overall organization and operation of the Senior Center, including program planning and execution, client services, and nutrition services. The Coordinator is also responsible for acting as a liaison between Union Settlement Association and any other programs that share space in the same building.

Responsibilities:

- Plan, implement, and supervise all elements of the program at the Senior Center, under the direction of the Program Director and Assistant Director.
- Provide case assistance entitlement/benefits to the elderly participants.
- Plan recreational and educational activities for participants.
- Compile statistics, prepare reports, keep attendance, and other required records.
- Represent agency in community and inter-agency activities.
- Supervise dining room and lunch service.
- Assist in inventory control and purchase of supplies.
- Collaborate with advisory council.
- Recruit, supervise, and coordinate activities of volunteer workers.
- Additional duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree in Social Work, Human Services, or related field; or 60+ college credits and two years demonstrated experience working with aging populations.
- Bilingual (English/Spanish) required.
- 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.
- Excellent computer skills.
- Excellent interpersonal skills.

To Apply:

Please send cover letter, resume, salary requirements, and contact information for at least three professional references to:

Jobs@unionsettlements.org

Please indicate Coordinator – Jefferson Senior Center in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER