

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

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.

Program Description:

The M825 school program seeks to provide all participants with a range of opportunities for learning, guidance and mentorship, and creative self-expression for improving self-confidence and self-efficacy, cultivating interests and broadening worldviews, for challenging themselves, for helping others, and for becoming engaged in their schools and community. We also seek to provide our participants with many of the services to which they would otherwise not have access: computer classes, specialized high school prep, SAT prep, arts enrichment, tutoring, consistent physical education and recreation, and one-on-one mentorship and guidance. The

Position: M825 Group Leader

Department: Youth Services

Reports to: M825 Program Director

Hours: School Year – 15 to 19 hours per week (Monday-Friday, 2:30 pm to 6:30 pm)
with some evenings and Saturdays
Summer – 35 hours per week (Monday-Friday, 8:30 am to 4:30 pm)

Position Summary: The Group Leader will be responsible for curriculum development, activity facilitation, and classroom management.

Responsibilities:

- Plan and implement weekly lesson plans related to social, educational, and recreational activities for 120 students during after school and 75 youth during summer academy
- Prepare classrooms and program spaces for activities.
- Assist with dismissal and escort students outside of building and across the street to a safe location.
- Pick students up at 2:40 from homerooms, collect homework sheets from instructors and escort student to homework area.
- Organize and support students with homework help for 30 minutes daily. Review, sign off on each homework sheet, create emergency homework lessons and collect homework sheets from all instructors daily.
- Create a workshop environment conducive for learning.
- Take all necessary precautions to protect students, equipment, materials, and facilities.

- Assist with theme team activities and prepare participants for quarterly presentation, showcases, and performances Identify and review educational plan and future aspiration of each participant on caseload (approximately 20 participants).
- Assist in workshops and activities to support activity specialists, tutors, and program partners to address behavior and classroom management.
- Assist with workshops for the program in at least one of the following disciplines: sports, technology, leadership, performing arts, prevention, visual arts.
- Identify educational plan, student's aspiration, and youth development strategies, for each participant on caseload (approximately 20 participants)
- Ensure common core learning standards are integrated into all lesson plans.
- Review caseload with site supervisor during monthly supervision and submit agenda for supervision one day prior to supervision.
- Facilitate intake for the program, which include:
 - Recruitment at neighboring schools
 - Collection of application
 - Emailing and/or making follow up contact calls
- Contact parents/guardians weekly with positive inspirations, and log all calls in Google drive.
- Work cooperatively with all Isaac Newton staff, community based organizations, students, and parents.
- Maintain weekly contact through the Bridges Facebook, Instagram, and Twitter accounts, and/or e-mail.
- Take all necessary reasonable precautions to protect students, equipment, materials and facilities.
- Participate in special events, staff meetings, USA program committee, monthly Youth Services Department meetings, and all school trips/afterschool events.
- Additional responsibilities as assigned by Director of Youth Services, Program Director, or Site Supervisor.

Qualifications:

- Bachelor's Degree in Education or related field; at minimum, three years experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- 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.
- Demonstrated success facilitating workshops in one of the following disciplines: sports, technology, leadership, performing arts, prevention, visual arts.
- The ability to perform at a high level.
- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

To Apply:

Please send Cover Letter, Resume and References to:

hr@unionsettlement.org

Please indicate M825 Group Leader in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER