

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

**Position:** Middle School Creative Arts Activity Specialist

**Department:** Youth Services

**Reports to:** M825 Program Director

**Hours:** Part-Time, 6 to 15 hours per week

**Position Summary:** The Creative Arts Activity Specialist will be responsible for curriculum development, activity facilitation, and classroom management.

### Responsibilities:

- Plan and implement weekly lesson plans related to the creative arts including drama, theatre, poetry, rap, spoken word, journaling, storytelling, singing, large group projects, and/or visual art for approximately 120 youth during after school.
- Assist with dismissal and escort students outside of building and across the street to a safe location.
- Create a workshop environment conducive for learning.
- Create quarterly theme projects and one end of year closing gala.
- Produce mandated program reports, including attendance sheets and Goal Achievement Plan (GAP).
- 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 Union Settlement Facebook, Instagram, and Twitter accounts, and/or e-mail.
- Meet with site supervisor during monthly supervision and submit agenda for supervision one day prior to supervision.
- 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 preferred; at minimum three years experience working in a youth services program.
- Bilingual (English/Spanish) preferred.

- Ability to tutor any middle school participant in at least one subject area.
- 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.
- 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](mailto:hr@unionsettlement.org)

Please indicate Middle School Creative Arts Activity Specialist in the subject of e-mail.

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