

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.

Position: Middle School Legacy & Leadership Activity Specialist

Department: Youth Services

Reports to: Middle School Program Director

Hours: Part-Time

Position Summary: Curriculum development, activity facilitation, and classroom management.

Responsibilities:

- Plan and implement weekly lesson plans related to the Legacy & Leadership workshops.
- Engage participants in identifying, developing and executing multi-community service projects of their own design through research, guest speakers, monthly community trips, reading, library visits, participation in Lunch 4 Learner campaign, and group work culminating into an end of quarter project.
- Cultivate youth leadership, civic engagement, politics changing, and marketing strategies for 120 youth during after school and 75 youth during summer academy
- Organize and support students with homework help for 45 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 learn.
- Identify and review educational plans and future aspirations of each participant on caseload (approximately 25 participants).
- Work cooperatively with all school staff, other community based organizations, students, and parents.
- Review caseload with site supervisor during monthly supervision and submit agenda for supervision one day prior to supervision.
- 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.
- 3 years of experience in facilitating leadership workshops in schools, after school programs, or community based organizations.
- 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:

jobs@unionsettlement.org

Please indicate Middle School Legacy & Leadership Activity Specialist in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER