

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.

Position: M007 Organized Sports Activity Specialist
Department: Youth Services
Reports to: M007 Program Director
Hours: Part-Time

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

Responsibilities:

- Plan and implement weekly lesson plans related to the Organized Sports workshops. Facilitator engages participants in interactive seasonal sports workshops including, but not limited, to volleyball, hockey, basketball, flag-football, lacrosse, soccer.
- Provide age appropriate instruction on competitive skill building, stress management, good sportsmanship, anxiety, warm-up, and cool down for 120 youth during after school and 75 youth during summer academy.
- Assist with dismissal and escort students outside of building and across the street to a safe location.
- Pick students up at 2:55 from homerooms and escort them to the cafeteria.
- 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.
- Take all necessary precautions to protect students, equipment, materials, and facilities.
- Produce mandated program reports, including attendance sheets and Goal Achievement Plan (GAP).
- Assist with classroom management, independent reading, classroom connect, and wrap around tutoring during school hours ensuring there are integrated, standardized common core learning strategies.
- Identify and review educational plans and future aspirations of each participant on caseload (approximately 25 participants).
- Contact parents/guardians weekly with positive inspirations, and log all calls in Google drive.

- Work cooperatively with all school staff, community based organizations, students, and parents.
- Participate in special events, staff meetings, USA program committees, Youth Services Staff meetings and all afterschool events.
- Maintain weekly contact through the program's Facebook, Instagram, and Twitter accounts, and/or e-mail.
- Review caseload with site supervisor during monthly supervision and submit agenda for supervision one day prior to supervision.
- Facilitate intake for the program, which includes:
 - Recruiting 30 NEW STUDENTS
 - Distributing applications
 - Collecting applications
 - Making follow up phone calls and e-mails
 - Assisting teachers, when necessary, on school trips
- Additional responsibilities as assigned by Site Supervisor, Program Director, or Assistant Director of Youth Services.

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 teaching sports in schools, after school programs, and/or community based organizations.
- 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.
- 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 three professional references to:

hr@unionsettlement.org

Please indicate M007 Organized Sports Activity Specialist in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER