

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

**Position:** Middle School Photography Activity Specialist  
**Department:** Youth Services  
**Reports to:** Middle School Program Director  
**Hours:** Part-Time

### **Position Summary:**

Photography Activity Specialist will be responsible for planning and implementing an after school, project-based photography group with up to 15 middle school youth. The curriculum will foster social, academic, and creative arts skills as an avenue for self-development, exploration and expression through enrichment/project based curriculum. The Activity Specialist will design lessons to increase student's technical knowledge and ability in order to prepare students for high school level course work.

### **Additional Responsibilities:**

- Develop and implement lessons that increase technical skill and knowledge in photography.
- Ensure a high quality, engaging, innovative, and hands on curriculum.
- Use Common Core Standard and strategies in lessons.
- Encourage students to set and maintain standards of classroom behavior.
- Create a classroom environment conducive of learning.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Coach students and work with students to prepare for final projects
- Develop a culminating event or final product to be showcased for the school community and family members
- Attend staff meetings and trainings.
- Work cooperatively with staff, students and parents.
- Mentor students and encourage possible college and career plans in related areas.
- Thorough and timely completion of reports including, but not limited to, attendance sheets, incident reports, and progress reports.
- Additional duties as assigned by Site Supervisor, Program Director, or Assistant Director of Youth Services.

**Qualifications:**

- Bachelor's Degree in related technology field preferred. At minimum, 60+ college credits in related technology field.
- Competency in all four STEM areas a plus.
- Experience and/or interest in working with at-risk middle school youth.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.
- Confidence and creativity in teaching photography.
- Strong public speaking, computer, writing and organizational skills.
- Flexible, patient, with demonstrated ability to perform multiple activities effectively.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send cover letter, resume, and three professional references to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Middle School Photography Activity Specialist in subject of e-mail.

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