

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

### **Position Summary:**

The Robotics Activity Specialist will be responsible for curriculum development, activity facilitation, and classroom management.

### **Responsibilities:**

- Develop and implement weekly lesson plans for robotics for up to 120 youth.
- Demonstrate creative thinking, innovative products and processes that include Science, Technology, Engineering, and Math (STEM).
- Develop activities that exhibit critical thinking skills, investigative skills, informed decisions making, and the use of multiple technology processes.
- Create a workshop environment conducive for learning.
- Ensure participants are prepared for quarterly presentations and showcases that engage program stakeholders including participants, staff, families, and members of the community.
- Secure all equipments, materials, and facilities daily to avoid any potential incidents.
- Produce mandated program reports, including attendance sheets and goal achievement plans.
- Use Common Core Standard and strategies in lessons.
- Work cooperatively with staff, students, and parents as needed.
- Participate in special events, staff meetings, USA program committee, and select school trips or afterschool events as required.
- Additional duties as assigned by Site Supervisor, Program Director, or Assistant Director of Youth Services.

### **Qualifications:**

- Bachelor's Degree in Science Education, Secondary Education, or related field; at minimum 60+ college credits in Science Education or related field.
- 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.
- Strong Classroom Management skills
- Innovation and patience.
- Competency in all four STEM areas is a huge plus.
- Experience and/or interest in working with middle school youth.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.

**To Apply:**

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

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

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

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