

# 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 Technology 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 technology, computers, robotics lego, Mindstorms, RCX and robotics invention systems for all 120 youth during after school and 75 youth summer academy. Students will form teams and enter FIRST LEGO league competitions.
- Demonstrate creative thinking, innovative products and processes that include Science, Technology, Engineering, and Math (STEM).
- Develop pioneering activities that exhibit critical thinking and investigative skills, informed decisions making, and the use of multiple technology processes.
- 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.
- Create quarterly theme projects and one end of the year closing gala.
- Take all necessary precautions to protect students, equipment, materials, and facilities.
- Produce mandated program reports, including attendance sheets and Goal Achievement Plan (GAP).
- Identify and review educational plans and future aspirations of each participant on caseload (approximately 15 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.
- Additional responsibilities 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, an advanced or high performing undergraduate with 60+ college credits in science education or related programs.
- 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](mailto:hr@unionsettlement.org)

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

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