

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: P.S. 112 Group Leader

Department: Youth Services

Reports to: P.S. 112 Program Director

Hours: 17.5 hours/week (Monday-Friday, 2:30pm to 6pm) during academic

Program Description:

Rising Stars is an after school program whose initiative is designed to enhance the lives of its participants, ages 5-12. Rising Stars provides enrichment activities within the areas of academics, artistic exploration, recreation, and personal development in leadership. The program is funded by the Department of Youth & Community Development and a partnership with P.S. 112, which is designed to provide a mix of activities including STEM, cultural enrichment, literacy, and recreational activities to children in grades K through 6.

Position Summary: Curriculum Development, Activity Facilitation and Classroom Management.

Specific Responsibilities and Expectations:

- Prepare classroom and program spaces for activities
- Plan and implement weekly lesson plans related to activity including social, educational, and recreational.
- Ensure common core learning standards are integrated into all lesson plans.
- Lead theme teams activities and prepare participants for quarterly presentation, showcases, and performances.
- Produce mandated program reports, including attendance.
- Plan, attend, and escort participants on trips.
- Engage parents as needed to provide updates, progress, issues, and concerns.
- Assist in classes, including classroom management and behavior modification.
- Participate in special events and staff meetings.
- Additional responsibilities as assigned by Program Director and Director of Youth Services.

Qualifications:

- Bachelor's Degree in Education or related field; or at minimum three years experience working in a youth services program.
- 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, references, and salary requirements to:

hr@unionsettlement.org

Please indicate P.S. 112 Group Leader in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER