



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. 138 Group Leader

Department: Youth Services

Reports to: P.S. 138 Site Supervisor

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

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. 138, which is designed to provide a mix of activities including STEM, cultural enrichment, literacy, and recreational activities to children in grades K through 6. Approximately 50% of the student population at the program site is on the spectrum, mild cognitive disabilities and/or learning deficiencies.

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.
- Produce mandated program reports, including attendance.
- Attend and escort youth on trips.
- Assist in classes, including classroom management and behavior modification.
- Attend monthly parent meetings, as scheduled.
- Attend monthly staff meetings, as scheduled.
- Assist participants with bathroom hygiene.
- Participate in special events and staff meetings.
- Additional responsibilities as assigned by Program Coordinator, Assistant 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. 138 Group Leader in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER