

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: Site Leader

Department: Youth Services

Reports to: Rising Stars Program Coordinator

Hours: 17.5 hours/week for 36 weeks (Monday-Friday, 2:30pm to 6pm) during academic year and 35 hours/week for 12 weeks during summer program

FLSA: Non-Exempt

Reviewed: 10/03/2017

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

Specific Responsibilities and Expectations:

- Manage daily operations of site, including supervising staff as needed.
- Address issues, concerns, and questions posed by staff, parents, and participants.
- Provide support, mentoring, and coaching to activity specialist.
- Pick-up participants from local schools and escort them to community center(s).
- 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.
- 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; at minimum, a high school diploma or GED and three year's 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, Salary Requirements, and References to:

jobs@unionsettlement.org

Please indicate Site Leader in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER