

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.

Program Description:

Union Settlement created *Rising Stars*, 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.

Position: Classroom Aide

Department: Youth Services

Reports to: Rising Stars Program Director

Hours: 17.5 hours/week for 36 weeks (Monday-Friday, 2:30pm to 6pm) during academic year and 35 hours/week for 7 weeks during summer program

Position Summary: Assist in curriculum development, activity facilitation, and classroom management.

Specific Responsibilities and Expectations:

- Rotate between classrooms to assist Activity Specialist.
- Take daily attendance.
- Distribute breakfast, lunch, and snack daily to participants.
- Attend and escort youth on trips.
- Assist in classroom management and behavior modification.
- Provide technical support to all staff, such as assistance with archiving, copying, typing, filing, and organizing paperwork.
- Run errands to support program needs.
- Participate in special events and staff meetings.
- Additional responsibilities as assigned by Program Coordinator, Assistant Director, and Director of Youth Services.

Qualifications:

- 24 college credits in Education or related field; at minimum a high school diploma or GED and two years experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- Strong oral, written and organizational 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 references to:

hr@unionsettlement.org

Please indicate Rising Stars Classroom Aide in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER