

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.

Position: SETP JCC Site Manager
Department: Youth Services
Reports to: SETP Program Director
Hours: Full-Time

Position Summary:

The Site Manager is responsible for the daily operation of the *SETP located at JCC* including, but not limited to training, evaluating, and supervising of program staff. The Site Manager will also be responsible for program enhancement and managing relations with key Youth Services staff, program partners, and community based organizations to ensure program needs are met. The Site Manager will be responsible for completing weekly and monthly reports, monitoring petty cash as well as representing the program and agency during off site meetings, conferences, and establishing relationships with agencies in the communities of the participants.

The Site Manager will collaborate with the Program Director and SETP staff on intervention to participants to ensure a safe environment, while also participating in workshops, trips, and activities. The Site Manager will work with SETP staff to maintain the summer schedule. He or she will also be responsible for gathering program attendance sheets and data collection as needed for reporting purposes as well as Fulfillment of other responsibilities as assigned by the Program Director, Director of Young Adult Programming and the Director of Youth Services.

Qualifications:

- Bachelor's Degree in Human Services , Criminal Justice, Social Work, Psychology or related field and demonstrated experience working with at-risk and/or juvenile delinquent populations; at minimum, 45+ college credits and 3 years of demonstrated experience working with at-risk adolescents.
- Successful completion of background and criminal record check, fingerprinting check, and reference check required.
- Highly skilled and experienced in interacting with at-risk urban youth ages 13-24.
- Strong organizational, verbal, and written skills.
- Demonstrated computer skills.

- Demonstrated experience facilitating successful recreational and arts based services and wellness workshops.
- Ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- An innovative and patient professional dedicated to serving youth in an urban setting.
- Bilingual (English/Spanish) a plus.

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To Apply:

Please send cover letter, resume, references, and salary requirements to:

hr@unionsettlement.org

Please indicate SETP JCC Site Manager in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER