

# 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](http://www.unionsettlement.org).

**Position:** SETP Youth Advocate

**Department:** Youth Services

**Reports to:** SETP Program Director

**Hours:** Part-Time (25-30 hours/week) - Temporary position 7/1/17 thru 8/31/17

**Overall Responsibilities:** **Recruitment outreach, conduct workshops,** Provide activity management, activity support, ensure a safe, fun and clean environment

### **General Responsibilities:**

- Assist in recruitment of participants for the program.
- Assist and, as needed, lead daily workshops and build relationships with participants.
- Assist and provide group management in High Quality Sports, Fitness & Arts activities including but not limited to Basketball, Volleyball Dance, Drama, Music, Art, Martial Arts
- Manage a caseload of 15 to 20 participants during trips and special events
- Provide coaching, mentoring, guidance, referrals and advocacy to help participants progress successfully in program.
- Maintenance of weekly contact – including conducting phone calls and attending program activities – with each participant as needed.
- Weekly recording attendance, program notes for progress of each relevant activity including challenges and success, documentation of activities in photos.
- Assist in the collection of documentation from participants, including but not limited to: registration forms, consent forms etc.
- Fulfillment of other responsibilities as assigned by the Program Director, Director of Young Adult Programming and Director of Youth Services

### **Qualifications:**

- Preferred: 24+ college credits and at least 2 years of experience working with adolescents; Minimum three years experience working in a youth services program with a HS diploma or HSE/GED.
- Bilingual (English/Spanish) preferred.
- High energy with the ability to engage and work with a variety of personalities
- Must be proficient in one of the following areas: sports, dance, music, drama, art, media etc.

- 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:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate SETP Youth Advocate in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**