



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: SNL Program Director
Department: Youth Services
Reports to: Director of Young Adult Programming
Hours: Full-Time

Overall Responsibility: The Program Director is responsible for the day-to-day operation of the *Saturday Night Lights* program. Responsibilities include, but are not limited to the hiring, training, evaluation, supervision, and management of daily operations of a diverse staff ranging from Youth Advocates to Tutors. Additionally, the Program Director is responsible for program development, managing relations with Asphalt Green, John McEnroe Tennis Academy and community partners, as well as managing the program's budget and meeting all contractual obligations. The Program Director will be responsible for marketing the program to the community, representing the program at off-site meetings and conferences, and establishing relationships with colleges and universities. The Program Director will participate in grant writing and fundraising efforts on behalf of the program, as needed.

Specific Responsibilities and Expectations:

- Oversee daily operations of the program.
- Provide intake and development of needs assessment, Individual Academic Plan (IAP) and safety plan for all CORE participants.
- Provide training for program staff and social work interns.
- Ensure database is updated weekly including case notes, attendance, services, program schedule, and staffing.
- Develop Rap sessions to ensure sessions meet education, preventative, workforce, leadership and college prep interests of participants.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.
- Work with program partners and key stakeholders to ensure high quality programming.
- Collaborate with families to solve problems.
- Participate in Youth Services programmatic committees.
- Attend committee meetings, programmatic meetings, departmental meetings, and agency-wide leadership staff meeting.

- Additional duties assigned by Director of Young Adult Programming and Director of Youth Services.

Qualifications:

- Master's degree in Social Work, Human Services and/or related field.
- Demonstrated experienced in practicing youth development principles and working with urban youth ages 11 to 18.
- Bilingual (English/Spanish) preferred.
- Demonstrated understanding of the challenges facing youth in an urban setting
- Strong verbal and written skills.
- Strong, demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Strong commitment to working with youth.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

hr@unionsettlement.org

Please indicate SNL Program Director in subject of e-mail.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER