

# 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:** Middle School English Tutor  
**Department:** Youth Services  
**Reports to:** Middle School Program Director  
**Hours:** Part-Time

### Responsibilities:

- Tutor participants in grades 6-8 in the fundamentals of English.
- Provide individual and small group tutoring to students in subject area.
- Help students with subject content according to individual strength.
- Prepare tutoring sessions to ensure students academic development.
- Prepare instructional objectives and lesson plans.
- Provide students with strategies and assistance to achieve success in school.
- Supervise and implement safe practices as it relates to participants, program and facilities.
- Maintain attendance and activity records and make required reports.
- Enhance the program or activities from participant, staff, and parent feedback.
- Participate on at least one Youth Services programmatic committee.
- Additional duties as assigned by Site Supervisor, Program Director, or Director of Youth Services.

### Qualifications:

- Bachelor's Degree, with a background in education, English, and/or 1 year experience working in the area of teaching, youth development, and workshop presentations preferred. At minimum, Associate's Degree and 3 years experience working with youth ages 11 to 16 providing tutoring in English.
- Self- motivated, with the ability to work independently and make connections with young people from diverse backgrounds and cultures.
- Strong writing, public speaking, computer, and organizational skills.
- Ability to market the program, develop community partnerships, and provide innovative programming.
- Ability to work on the weekend and/or accompany students on overnight trips when needed.

- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send cover letter, resume, and three professional references to:

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

Please indicate Middle School English Tutor in subject of e-mail.

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