

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

**Position:** Rising Stars Program Assistant (FT)  
**Department:** Youth Services Program Director  
**Hours:** Full-Time  
**FLSA:** Non-Exempt  
**Revised:** 4/2/18

### Job Duties:

- Perform initial contact with perspective families, Conduct screenings and interviews, determine eligibility, complete all necessary enrollment forms, and find placement for participants in a Rising Stars after school program.
- Administer and maintain Rising Stars data bases, including the COMPASS database. Maintain programmatic spreadsheet and Washington Community room schedule.
- Manage and maintain all participants' folders, including proper documentation and records.
- Prepare monthly reports for DYCD, NYCHA and CACFP.
- General administrative duties, including but not limited to answering the telephone, faxing, copying, and preparing letters, memos and mailings.
- Contact participants, parents and schools as needed.
- Maintain a positive and confidential relationship with staff and parents.
- Prepare participant's attendance records.
- Assist in program supply orders.
- Attend and escort youth on trips as needed.
- Participant in DYCD and DOH site visit in the absences of the Program Director.
- Attend professional Development trainings as required by DYCD and DOH.
- Participate in staff meetings, committees and special events.
- Provide program oversight in absence of the Program Director as needed.
- Additional duties requested by Program Director, Associate Director of After School Programs and Director Youth Services.

### Qualifications:

- Associates degree or 60+ college credits in related field and 1 year experience in invoices and book keeper preferred. At minimal a high school diploma or GED with five years' experience in bookkeeping or accounting.
- Strong computer skills especially in Microsoft Word and Microsoft Excel
- Demonstrated ability to perform multitask affectively in a fast-paced, challenging and constantly challenging environment.
- Strong verbal, written, clerical, organizational and people friendly skills.
- Experience in working in youth development programs.

- Bilingual (English/Spanish) preferred.

**To Apply:**

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

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org). Please indicate Rising Stars Program Assistant in subject of e-mail.

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