EMPLOYMENT ANNOUNCEMENT

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: NYCHA SETP Creative Arts Activity Specialist
Department: Youth Services
Reports to: Site Operation Manager
FLSA Status: Part-Time/Seasonal, Non-Exempt
Program Dates: July 8th, 2019 – August 31st, 2019

Position Summary:
The Creative Arts Activity Specialist will be responsible for program development, activity facilitation, and classroom and team management to ensure activities are diverse, interesting and meets program criteria.

Responsibilities:
- Oversee alignment of program activities with recreational programming that utilizes strong Youth Development standards. Supervise all activities to ensure standards are met.
- Assist in the facilitation of curriculum development, and ensure curriculum alignment at both sites.
- Ensure all areas are prepared to be utilized and assist in creating programming calendar.
- Engage participants in interactive drama and dance programs focused on a variety of dance and performing styles.
- Engage participants in interactive workshops in healthy decision techniques, strong nutrition habits and positive body image.
- Provide extra program support as needed.
- Lead workshops and training sessions in their area of expertise to meet the needs of participants and staff.
- Supervise and input developmentally appropriate activities for participants in areas of creative arts.
- Conduct ongoing program assessment to ensure that each activity is well attended and make changes as necessary.
- Create weekly logs to be reviewed at weekly leaders meetings.
- Attend program meetings and professional development workshops as coordinated by program leadership.
- Work cooperatively with staff, participants, and parents as needed.
- Participate in special events, staff meetings and trips as required.

- Additional duties as assigned by, Site Operations Manager, Associate Director of Prevention/Intervention Services for Youth and Director of Youth Services.

Qualifications:

- Minimum of HS Diploma or equivalent with a strong teaching background in Creative Arts.
- At least 3 years experience teaching in chosen field at a high level.
- Experience and/or interest in working with youth ages 13-24.
- Demonstrated experience of excellence in chosen field.
- Ability to plan and execute dynamic exhibits, closing programs or demonstration of concepts learned.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.

To Apply:

Please send cover letter, resume, and three professional references to:
youthservicescareers@unionsettlement.org
Please indicate NYCHA SETP Creative Arts Activity Specialist
in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER