

UNION SETTLEMENT

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: Coordinator – Washington/Lexington Senior Center
Department: Senior Services
Reports to: Director of Senior Services and Deputy Director of Senior Services
Hours: Part-Time (25 hours/week)
FLSA: Non-Exempt

Position Summary:

Under the supervision of the Director and Deputy Director, the Coordinator is responsible for the overall organization and operation of the Senior Center, including program planning and execution, client services, and nutrition services. The Coordinator is also responsible for acting as a liaison between Union Settlement Association and any other programs that share space in the same building.

Responsibilities:

- Plan, implement, and supervise all elements of the program at the Senior Center, under the direction of the Director and Deputy Director.
- Plan recreational and educational activities for participants.
- Ensure all clients attending the center are properly registered. Provide case assistance and information and referrals.
- Immediately report any incidents or accidents at the center to supervisors, and prepare required forms for DFTA.
- Compile statistics, prepare reports, keep attendance, and other required records.
- Ensure that the Senior Center clean, well maintained, and attractive.
- Represent agency at community and inter-agency activities.
- Oversee the on-site operation of food service, including recording the temperature of food when it arrives at the center and at serving time.
- Assist in inventory control and request supplies as needed.
- Collaborate with advisory council.
- Supervise coordinate, and report activities of volunteer workers.
- Additional duties as assigned by supervisor.

Qualifications:

- Associate's Degree in Social Work, Human Services, or related field; or High School diploma and two years demonstrated experience working in social services with aging populations.

- Bilingual (English/Spanish) required.
- Excellent interpersonal skills.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Knowledge of East Harlem community.
- Demonstrated understanding of the challenges facing aging populations.
- Dedicated to serving aging populations.

To Apply:

Please send Cover Letter, Resume and 3 Professional References to:

seniorservicescareers@unionsettlement.org.

Please indicate Coordinator – Washington/Lexington Senior Center
in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER