

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.

Position: Operations Manager (Seasonal)
Department: Youth Services
Reports to: Associate Director of Intervention/Prevention Programs for Youth
Hours: Full-Time
FLSA Status: Non-Exempt
Program Dates: July 8th, 2019 – August 31st, 2019

Position Summary:

The Operations Manager is responsible for the daily operation of the *SETP located at Gaylord White Community Center, Washington Houses Community Center & Jefferson Community Center* including, but not limited to training, evaluating, and the supervising of program staff. The Operations Manager will also be responsible for program enhancement and managing relations with key Youth Services staff, program partners, and community based organizations to ensure program needs are met. Additional duties include completing weekly and monthly reports, monitoring petty cash, as well as representing the program and agency during off site meetings, conferences, and establishing relationships with agencies in the communities of the programs participants.

Responsibilities:

- Collaborate with the Associate Director of Intervention/Prevention Programs for Youth and SETP staff on intervention for participants to ensure a safe environment, while also participating in workshops, trips, and activities.
- Work with SETP staff to maintain the summer schedule.
- Gather program attendance sheets and data collection as needed for reporting purposes.
- Fulfillment of other responsibilities as assigned by the Associate Director of Intervention/Prevention Programs for Youth and the Director of Youth Services.

Qualifications:

- Bachelor's Degree in Human Services, Criminal Justice, Social Work, Psychology or related field and demonstrated experience working with at-risk and/or juvenile delinquent populations.
- Minimum, 3 years of demonstrated experience working with at-risk adolescents.

- Successful completion of background and criminal record check, fingerprinting check, and reference check required.
- Highly skilled and experienced in interacting with at-risk urban youth ages 13-24.
- Strong organizational, verbal, and written skills.
- Demonstrated computer skills.
- Demonstrated experience facilitating successful recreational and arts based services and wellness workshops.
- Ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- An innovative and patient professional dedicated to serving youth in an urban setting.
- Bilingual (English/Spanish) a plus.

To Apply:

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

youngadultservicescareers@unionsettlement.org

Please indicate Operations Manager –Seasonal in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER