



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: Program Aide - 21st Century
Department: Youth Services
Reports to: Community School Director
Hours: Part-Time, 25 hours per week
FLSA: Non-Exempt

Position Summary:

The 21st CCLC program is a school-based after school program that provides academic support as well as enrichment programs for students of grades 6th thru 12th. The 21st Century Program Aide will assist the Community School Director in managing the day-to-day operations of the 21st CCLC program. The Program Aide's responsibilities include, but are not limited to assisting in the recruitment, data entry, event planning, and general overall support of the 21st CCLC program. Additionally, the Program Aide will help to manage the program's relationships with the community, school and other partners, assist in program outreach to school and families, enrollment of students, and ongoing support to the Community School Director.

Responsibilities:

- Lend support in monitoring daily program activities.
- Distribute and collect weekly attendance sheets.
- Manage parent outreach and recruitment of students, including the creation of initial and follow up announcements and fliers for schools and parents.
- Enter weekly attendance into the YouthServices.net database.
- Assist with the enrollment of students including preparing, distributing, and collecting of enrollment forms.
- Provide assistance in organizing and updating database of student metrics throughout the year.
- Create, organize, and maintain program records including student and school information.
- Additional duties as assigned by Community School Director.

Qualifications:

- GED or some college credits is required; High School Diploma is preferred.
- Familiarity with after school programming.
- Demonstrated experienced in practicing youth development principles and working with urban youth ages 14 to 18.
- Strong organizational and computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Bilingual (English/Spanish) preferred.
- A strong desire to help improve the lives of the residents in the East Harlem community.

To Apply:

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

highschoolcareers@unionsettlement.org.

Please indicate 21st Century Program Aide in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER