



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 - Intergenerational Tutoring
Department: Youth Services
Reports to: Director of Intergenerational Tutoring Program
Hours: Part-Time, 15 hours per week
FLSA: Non-Exempt

Position Summary:

The Program Aide is responsible for ensuring that the literacy program runs smoothly at their assigned school. The Program Aide will take on a leadership role by supporting volunteers and students during their scheduled reading sessions. The Program Aide will work between 9am and 1pm, between Tuesdays and Thursdays, at their school or at the Washington Community Center. Specific days, hours, and times will depend on school site placement. Program Aide will also spend approximately 4 hours per week on administrative and organizational work. Must be flexible to attend monthly volunteer meetings, training sessions, or other events at the community center or school.

Responsibilities:

- Manage day to day operations of the program at designated school; which includes student enrollment, matching reading volunteers to students, and volunteer scheduling and communication.
- Build relationships and collaborate with school leadership, teachers, and other staff to facilitate program delivery and to support students in the program.
- Provide support and guidance to volunteers and students to promote success in the program, including monitoring reading sessions and delivering regular check-ins with the ITP Program Coordinator.
- Collect and report accurate program data, including but not limited to, volunteer and students attendance, match support notes, and bi-annual surveys.
- Complete all administrative tasks required to facilitate smooth programming, including but not limited to, site visits and online data entry.

- Support development initiatives, including but not limited to, taking and sharing of program photographs and highlighting mentor and mentee success stories.
- Plan, coordinate, and support school-based and external events as needed.
- Attend required trainings and meetings during the school year outside of regular hours.
- Additional duties as assigned by Project Coordinator of Intergenerational Tutoring Program.

Qualifications:

- Bachelor's degree preferred, or high school diploma plus two years of volunteer or youth management experience is required.
- Demonstrated ability to be flexible, proactive and execute problem solving skills in a dynamic environment.
- Excellent oral and written communication skills, including email is required.
- Possess strong organizational, self-management and time-management skills.
- Passion for literacy, community, and volunteer work.
- Experience with or demonstrated capability to learn how to use technology, including but not limited to, online databases, Gmail, Google Drive, spreadsheets, and smartphones.
- Familiarity working with elementary school students, corporate volunteers, and/or in New York City public schools is a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to: highschoolcareers@unionsettlement.org.

Please indicate Program Aide - Intergenerational Tutoring in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER