

UNION SETTLEMENT

JOB 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: Elementary School Group Leader

Department: Youth Services

Reports to: Rising Stars Program Director and/or Site Supervisor

Hours: 17.5 hours/week for 36 weeks (Monday-Friday, 2:30pm to 6pm) during academic year

Position Summary: Curriculum Development, Activity Facilitation and Classroom Management.

Specific Responsibilities and Expectations:

- Pick-up participants from school and escort to community center(s) daily.
- Prepare classroom and program spaces for activities
- Plan and implement weekly lesson plans related to activity including social, educational, and recreational.
- Produce mandated program reports, including attendance.
- Attend and escort youth on trips.
- Assist in classes, including classroom management and behavior modification.
- Attend monthly parent meetings, as scheduled.
- Attend monthly staff meetings, as scheduled.
- Assist participants with bathroom hygiene.
- Participate in special events and staff meetings.
- Additional responsibilities as assigned by Site Supervisor, Program Director, Assistant Director, and Director of Youth Services.

Qualifications:

- Bachelor's Degree in Education or related field; or at minimum three years' experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- The ability to perform at a high level.

- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

To Apply:

Please send cover letter, resume, and 3 professional references to:

youthcareers@unionsettlement.org.

Please indicate Elementary School Group Leader in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER