



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: P.S. 138 Summer Classroom Aide
Department: Youth Services
Reports to: P.S. 138 Site Supervisor
Hours: 35 hours per week for 7-week summer program

Position Summary: Assist in curriculum development, activity facilitation, and classroom management.

Specific Responsibilities and Expectations:

- Assist Group Leaders with daily activities.
- Take daily attendance.
- Distribute breakfast, lunch, and snack daily to participants.
- Attend and escort youth on trips.
- Assist in classroom management and behavior modification.
- Provide technical support to all staff, such as assistance with archiving, copying, typing, filing, and organizing paperwork.
- Run errands to support program needs.
- Participate in special events and staff meetings.
- Additional responsibilities as assigned by Site Supervisor, Assistant Director of Youth Services, and Director of Youth Services.

Qualifications:

- 24 college credits in Education or related field; at minimum a high school diploma or HSE and two years experience working in a youth services program.
- Experience and/or interest in working with children with special needs
- Bilingual (English/Spanish) preferred.
- Strong oral, written and organizational 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, references, and salary requirements to:

hr@unionsettlement.org

Please indicate P.S. 138 Summer Classroom Aide in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER