



## 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](http://www.unionsettlement.org).

**Position:** Site Supervisor

**Department:** Youth Services

**Reports to:** Rising Stars Program Director

**Hours:** Part-Time (25 hours/week, 35 hours per week for 8-weeks during the summer)

### **Overall Responsibility:**

The Gaylord White Community Center (GWCC) Site Supervisor is responsible for the day-to-day operation of the program, funded by the Department of Youth & Community Development (DYCD). Responsibilities include, but are not limited to the hiring, training, evaluation, and supervision of employees, as well as the management of daily operations. Additionally, the Site Supervisor is responsible for program development, managing relations with schools and program partners, managing program budget, and meeting all contractual DYCD obligations.

### **Specific Responsibilities and Expectations:**

- Oversee daily pick-up from partner schools.
- Ensure OST database is updated weekly including attendance, work scope, program schedule, and staffing.
- Develop activities and workshops for youth development in areas including homework help, academic support, tutoring, creative and performing arts, technology, organized sports, prevention, and trips.
- Manage the Theme Teams projects quarterly, including completion of program reports.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.
- Develop, implement, and manage STEM activities.
- Collaborate with families to solve problems.
- Host monthly parent meetings.
- Manage other privately funded contracts.
- Participate in Youth Services programmatic committees.
- Attend committee meetings, programmatic meetings, departmental meetings, and agency-wide leadership staff meeting.
- Additional duties as assigned by the Program Director and Director of Youth Services.

**Qualifications:**

- Bachelor's Degree in Education or related field strongly preferred; at minimum Associate's Degree or 24+ college credits in Education or related field.
- Familiarity with the DYCD funded COMPASS/OST programs.
- Demonstrated experienced in practicing youth development principles and working with urban youth ages 5 to 12.
- Demonstrated understanding of the challenges facing youth in an urban setting
- Strong verbal and written skills.
- Strong, demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Strong commitment to working with youth.
- Bilingual (English/Spanish) preferred.

**To Apply:**

Please send cover letter, resume, references, and salary requirements to:

[hr@unionsettlement.org](mailto:hr@unionsettlement.org)

Please indicate Rising Stars Site Supervisor in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**