

# UNION SETTLEMENT

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

**Position:** M007 Group Leader  
**Department:** Youth Services  
**Reports to:** M007 Program Director  
**Hours:** 19 hours/week (Monday-Friday) for 36 weeks during academic year  
4 days from 2pm to 5pm  
1 day from 9am to 5pm

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

### Specific Responsibilities and Expectations:

- Prepare classroom and program spaces for activities.
- Plan and implement weekly lesson plans related to social, educational, and recreational activities.
- Lead workshops for the program in at least one of the following disciplines: sports, technology, leadership, performing arts, prevention, visual arts.
- Assist in workshops and activities to support activity specialists, tutors, and program partners to address behavior and classroom management.
- Ensure common core learning standards are integrated into all lesson plans.
- Lead theme teams activities and prepare participants for quarterly presentation, showcases, and performances.
- Escort participants out of school and off premises to ensure safety during dismissal.
- Engage participants and support school staff during school day as assigned.
- Support hall monitoring as needed.
- Produce mandated program reports, including attendance.
- Plan, attend, and escort participants on trips.
- Engage parents as needed to provide updates, progress, issues, and concerns.
- Assist in classroom, including classroom management and behavior modification.
- Participate in special events and staff meetings.
- Additional responsibilities as assigned by Program Director and Director of Youth Services.

**Qualifications:**

- Bachelor's Degree in Education or related field; 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.
- Demonstrated success facilitating workshops in one of the following disciplines: sports, technology, leadership, performing arts, prevention, visual arts.
- 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 three professional references to:

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

Please indicate M007 Group Leader in subject of e-mail.

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