

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

### **Position Summary:**

The afterschool program seeks to provide all participants with a range of opportunities for learning, guidance and mentorship, and creative self-expression for improving self-confidence and self-efficacy, cultivating interests and broadening worldviews, for challenging themselves, for helping others, and for becoming engaged in their schools and community. The Classroom Aide will assist in curriculum development, activity facilitation, and classroom management. We seek to provide our participants with many of the services to which they would otherwise not have access: computer classes, specialized high school prep, arts enrichment, tutoring, consistent physical education and recreation, and one-on-one mentorship and guidance.

**Position:** Classroom Aide

**Department:** Youth Services

**Reports to:** Program Director

**Hours:** 17.5 – 18.75 hours/week for 36 weeks (Monday-Friday, 2:30pm to 6pm) during academic year and 35 hours/week during summer camp.

**FLSA:** Non-exempt

### **Responsibilities:**

- Prepare classroom and program spaces for activities.
- Assist in the planning and implementation of weekly lesson plans related to social, educational, and recreational theme based activities.
- Assist Group Leaders in workshops for the program in at least one of the following disciplines: sports, technology, leadership, performing arts, prevention, visual arts, dance and STEM.
- Assist Group Leader with project based activities and prepare participants for quarterly presentation, showcases, and performances.
- 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 duties as assigned by the Program Director, Assistant Director of Youth Services, Associate Director of After-School Programming and Director of Youth Services.

**Qualifications:**

- 24 college credits in Education or related field; at minimum a high school diploma or GED and two years experience working in a youth services program.
- 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, and three professional references to: [sonyccareers@unionsettlement.org](mailto:sonyccareers@unionsettlement.org)

Please indicate Classroom Aide in subject of e-mail.

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