

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: SONYC Middle School Program Director
Department: Youth Services
Reports to: Associate Director of After-School Programming
Hours: Full-Time
FLSA: Exempt

Position Summary:

The Program Director for SONYC Middle School Program 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, evaluations, supervision, and management of daily operations of a diverse staff ranging from seasoned activity specialists to high school interns. Additionally, the Program Director is responsible for program development, managing relations with schools and program partners, managing the program's budget, and meeting all contractual DYCD obligations. The Program Director will be responsible for marketing the program to target communities and schools, representing the program at off-site meetings and conferences, and establishing relationships with colleges and universities. The individual will participate in grant writing and fundraising efforts on behalf of the program, as needed.

Responsibilities:

- Implement a program with a focus on social and emotional support activities, and tied to project based learning.
- Ensure DYCD online database is updated weekly including attendance, work scope, program schedule, and staffing.
- Develop preventative activities and workshops to address, at minimum, the following issues: gang involvement, teenage pregnancy, obesity, risky sexual behavior, and substance abuse.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.

- Ensure a strong relationship between the school day curriculum and the SONYC program; conduct regular meetings with the principal and/or key school staff, and attend school and curriculum development trainings.
- Articulate the program's vision, mission, and goals to East Harlem CBOs, school staff, administrators, students, families, and community leaders to generate support.
- Conduct supervisory meetings with staff to discuss performance, strengths, and challenges.
- Host monthly parent meetings to establish rapport and collaborate with families.
- Manage other privately funded contracts.
- Ensure program milestones are met.
- Produce program reports as needed.
- Attend committee meetings, programmatic meetings, departmental meetings, and agency-wide leadership staff meeting.
- Additional duties as assigned by the Associate Director of After-School Programming and Director of Youth Services.

Qualifications:

- Master's Degree in Social Work or related field strongly preferred; at minimum, Bachelor's Degree in Social Work or related field.
- At minimum, three years experience in youth development programs providing educational enrichment activities, with demonstrated success providing services to middle school-age youth in a direct service or supervisory role.
- Knowledge of performance-based contracts.
- Familiarity with the DYCD funded SONYC programs.
- Demonstrated experienced in practicing youth development principles and working with urban youth ages 11 to 15.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- Ability and commitment to create a positive environment built on supportive relationships among staff and students.
- 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: sonyccareers@unionsettlement.org.

Please indicate SONYC Program Director in the subject of e-mail.

UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER