



Summer Rising Activity Specialist

Union Settlement Association, Inc.

New York, NY 10029

Education Coordinator

Part-time

Onsite

\$19.00 - \$22.00 an hour

Posted on April 7, 2026

Organization Statement

Organizational Summary

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 128 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlement's current programmatic portfolio includes 8 core program areas: Early Childhood Education, Youth Services (including after school programs), Family Services (including the Family Enrichment Center and the Family Childcare Network), the East Harlem Community Partnership, Adult Education, Mental Health Services, Older Adult Centers, and Economic Development. Union Settlement serves more than 10,000 individuals and nearly 1,000 businesses every year.

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit www.unionsettlement.org

Job Description

Position: Summer Rising Activity Specialist

Department: Youth Development & Opportunity

Reports to: Program Director

Hours: Part-Time; 11:00am – 6:00pm Monday – Thursday; 8:00am – 6:00pm Friday

Salary: \$19.00 - \$22.00 per hour

FLSA: Non-Exempt

Location: On-site; M096, M007, M108, Esperanza

Position Summary

The summer rising program seeks to provide all participants with a range of opportunities for learning, guidance, mentorship, and creative self-expression for improving self-confidence and self-efficacy, cultivating interests and broadening worldviews, challenging themselves, helping others, and becoming engaged in their schools and community. The Activity Specialist will be responsible for curriculum development, activity facilitation, and classroom management in organized sports, performing arts (theater, dance, spoken word, etc.), STEM, photography/media/graphic design, visual/creative arts, or leadership. We also 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.

Responsibilities

Responsibilities:

- Plan and implement weekly lesson plans related to organized sports, performing arts (theater, dance, spoken word, etc.) STEM, photography/media/graphic design, visual/creative arts, or leadership afterschool participants.
- Assist with dismissal and escort students outside of the building and across the street to a safe location.
- Create a workshop environment conducive to learning and mastery.
- Lead project-based activities and prepare participants for quarterly presentations, showcases, and performances.
- Produce mandated program reports based on participants' achievements as requested.
- Contact parents/guardians weekly with positive inspirations, and log all calls in Google drive.

- Work cooperatively with all staff, community-based organizations, students, and parents.
- Participate in special events, staff meetings, USA program committee, monthly Youth Services Department meetings, and all school trips/afterschool events.
- Additional duties as assigned by the Site Supervisor and Program Director.

Qualifications

Qualifications:

- A minimum of three years of experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- Ability to tutor any elementary or middle school participant in at least one subject area. 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.
- 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.

C O R E C O M P E T E N C I E S

- **Leading Others:** Creates a sense of urgency throughout the organization on the importance of achieving outcomes. Inspires, influences, and enables team members to reach their goals
- **Facilitating Change:** Approaches challenges with creativity and flexibility. Demonstrates analytical thinking. Guides change to meet Union Settlement's goals.
- **Managing Performance:** Evaluates and revises goals semi-annually with the team. Provides consistent supervision and documents performance highlights and concerns
- **Applying and Developing Expertise:** Embraces and leads the team to achieve milestones. Seeks and supports professional development opportunities for team members. Manages finances and budgets effectively
- **Communicating and Collaborating:** Listens well and actively engages with others with honesty and integrity and holds team accountable to the same standard

Union Settlement's Diversity, Equity & Inclusion Commitment

Union Settlement is an equal opportunity employer. They do not discriminate on the basis of race, color, religion, marital status, age, national origin, physical or mental disability, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Please apply using Application URL: [Career Center | Recruitment](#)