



# Summer Group Leader

Union Settlement Association, Inc.

New York, NY 10029

Other

Part-time

Onsite

\$17.50 - \$17.50 an hour

Posted on April 7, 2026

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

### Job Description

**Position:** Summer Group Leader

**Department:** Youth Development & Opportunity

**Reports to:** Program Director

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

**Salary:** \$17.50 per hour

**FLSA:** Non-Exempt

**Location:** MS 007, MS 96, MS 108, Esperanza

### **Program Description**

The afterschool 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. 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.

### **Position Summary**

Curriculum Development, Activity Facilitation and Classroom Management.

### **Responsibilities**

#### **Responsibilities:**

- Attend bi-weekly strategic planning sessions with Program Director and program staff.
- Prepare classroom and program spaces for activities.
- Plan and implement weekly lesson plans related to social-emotional, educational, and recreational activities.
- Lead workshops for the program in at least one of the following disciplines:
- Sports, technology, leadership, performing arts (dance, theater, etc.), prevention, visual arts, or STEAM.

- Assist in workshops and activities to support activity specialists, tutors, and program partners to address inappropriate behavior and classroom management.
- Lead project-based, theme-related activities and prepare participants for quarterly presentations, showcases, and performances.
- Escort participants out of school and off-premises to ensure safety during dismissal.
- Engage participants and support school staff during the school day as assigned.
- Support hall monitoring as needed.
- Plan, attend, and escort participants on trips.
- Participate in special events and staff meetings.
- Additional duties as assigned by management.

## **Qualifications**

### **Qualifications:**

- Three years of experience working in a youth services program.
- Successful completion of background and criminal record check, fingerprinting check, and reference check required.
- Bilingual (English/Spanish) preferred.
- Operational knowledge of 21 CCLC, DYCD, DOE, OCFS, DOHMH regulations, guidelines, and frameworks.
- 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 in facilitating workshops in one of the following disciplines: sports, technology, leadership, performing arts, prevention, and visual arts.
- 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 Link: [Career Center | Recruitment](#)