

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Position: PS 138 Summer Classroom Aide
Department: Youth Services
Reports to: P.S. 138 Program Director
Hours: 35 hours per week during 7 week summer program (9am to 5pm)
FLSA: Non-Exempt

Position Summary: Assist in curriculum development, activity facilitation, and classroom management.

Specific Responsibilities and Expectations:

- Rotate between classrooms to assist Activity Specialist.
- Take daily attendance.
- Distribute breakfast, lunch, and snack daily to participants as needed.
- 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 responsibilities as assigned by Assistant Director, and Director of Youth Services.

Qualifications:

- high school diploma or HSE and two years' experience working in a youth services program; at minimum high achieving junior in High School.
- Experience and/or interest in with working with children with special needs
- 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, references, and salary requirements to: Jobs@unionsettlement.org

Please indicate PS 138 Summer Classroom Aide in subject of e-mail.