

Program Director

Union Settlement Association, Inc.

New York, NY 10029

Program Director

Full-time

Onsite

\$58,500 - \$58,500 a year

Posted on August 21, 2026

Organization Statement

Organizational Summary

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For over 130 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 the following service areas: Early Childhood Education, Youth Development and Opportunity, Family Services (including the Family Enrichment Center, the Family Childcare Network, and the East Harlem Community Partnership, NYC Benefits, 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, visit

Job Description

Position Summary:

The Program Director is responsible for the day-to-day operation of the program, which is funded by the Department of Youth & Community Development (DYCD). Responsibilities include but are not limited to the hiring, training, evaluation, 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 the program development, managing relations with schools and 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

Responsibilities:

- Implement a program focused on social and emotional support activities tied to project-based learning.
- Ensure DYCD online database is updated weekly, including attendance, work scope, program schedule, and staffing.
- Ensure Challenge Based Learning, Clubs, and Health and Wellness workshops, which allow the students to learn in smaller groups.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and community members.
- Ensure a strong relationship between the school day curriculum and the COMPASS program; conduct regular meetings with the principal and key school staff, and attend school and curriculum development training.
- To generate support, articulate the program's vision, mission, and goals to East Harlem CBOs, school staff, administrators, students, families, and community leaders.
- Collaborate with families to solve problems.
- Facilitate weekly team meetings with program staff and partners.

- Monthly supervisory meetings with key staff to discuss performance, strengths, and challenges
- Host monthly parent meetings.
- Manage other privately funded contracts.
- Ensure program milestones are met.
- Produce program reports as needed.
- Participate in Youth Services programmatic committees.
- Attend committee, programmatic, departmental, and agency-wide leadership staff meetings.
- Additional duties as assigned by the Deputy Director and Program Managers.

Qualifications

Qualifications:

- Bachelor's Degree in Education/Social Work or related field preferred, not required;
- **(OR)** Associate's degree in Child Development, Elementary Education, Physical Education, Recreation or a related field AND Two years of direct experience working with children under 13 years of age, including at least one year in a supervisory capacity in a child care program or related field of work;
- **(OR)** School Age Child Care Credential or other Office recognized credential specific to the school-age developmental period. AND Two years of direct experience working with children under 13 years, including at least one year in a supervisory capacity in a childcare program or related field of work;
- At a minimum, three years of experience in youth development programs providing educational enrichment activities, with demonstrated success providing services to elementary/middle school school-age youth in direct service or supervisory role.
- Knowledge of performance-based contracts.
- Familiarity with the DYCD-funded COMPASS programs is preferred.
- Demonstrated experience practicing youth development principles and working with urban youth ages 5 to 16.
- Have demonstrated an 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.

- Capacity to empower staff to serve as role models for students and create high expectations for student behavior, school and program attendance, work habits, and attitudes toward learning
- 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.

CORE COMPETENCIES

- **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:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

To be considered for this position, please submit your application through Union Settlement's career portal using the link provided.

Language Requirements

English

Downloaded from Early Childhood Job Board on September 4, 2026

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=5683>