



United South End Settlements (USES) builds upon its history as one of the long-standing settlement houses to provide holistic and integrated services to children, teens, adults, and seniors through programs in art, education, technology, and social services. USES is committed to its motto of “neighbors helping neighbors” and works with its neighbors to be the living room of the community. Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. To learn more, please visit our website at www.uses.org.

Children’s Art Centre Coordinator

Reporting to the Director of Youth and Family Engagement, the Coordinator provides oversight and leadership to USES’ Children’s Art Centre. S/he will coordinate our Vacation Arts Program including registration, hiring and supervision staff, and day to day program management. In collaboration with the leaders of Early Childhood Education, the Afterschool Program, Camp Hale and Family Engagement, the Coordinator ensures that art is fully integrated into all youth programs. Externally, s/he works with the public schools and community organizations to support school-based and community initiatives.

QUALIFICATIONS

1. A Bachelor’s Degree and/or a background in art and youth programs
2. Strong interpersonal skills with ability and commitment to developing collaborative relationships internally and externally of USES
3. Experience developing and implementing programs for youth and families
4. Knowledge of child and youth development
5. Two (2) years of managerial/supervisory experience preferred
6. A self starter who works well independently and as a member of a team

RESPONSIBILITIES

Program Coordination and Management

- **Vacation Arts:** Plans and oversees day to day operations of February, April and Summer Arts programming; Supports curriculum development, coordinates field trips and hires external enrichment contractors; Works collaboratively with Youth Operations staff to enroll participants and collect program fees
- **Supervision:** Supervises Arts in Early Learning Specialist, interns, volunteers, vacation art program staff and teen employees
- **School-Based:** Responsible for maintaining current relationships with BPS and art based initiatives with South End public schools, and working with the Director of Youth and Family Engagement to seek additional opportunities for partnerships and engagement with BPS
- **Internal Enrichment Programs:** Work collaboratively with Early Childhood Education, Afterschool Program, Camp Hale and Family Engagement to ensure all youth programs

have art enrichment programming and staff are supported in integrating art-based methods into the curriculum and activities

- **Budget and Fiscal Monitoring:** In collaboration with Director of Youth Development and Family Engagement, will develop annual program budget and will monitor revenue and expenses monthly
- **Program Impact:** Responsible for entering data into ETO software, tracking and meeting programmatic outcomes, and submitting required monthly reports

Teaching and Curriculum Development

- **Curriculum:** Will work closely with the Early Childhood Education Director, Afterschool Program Coordinator, Camp Hale Director, and Community & Family Engagement Coordinator to identify areas where art can supplement and enhance learning in child and youth programs; Will support Early Learning Specialist in further development of Arts in Early Learning curriculum for both internal and external use
- **Teaching:** In consultation with Director of Youth Development and Family Engagement, will have scheduled direct instruction responsibilities for external and internal classes
- **Tween/Teen Programming:** Will work with Director of Youth Development and Family Engagement and school partners to assess current teen programming, and develop a plan for the direction of art focused tween and teen programming
- **Fee for Services Classes:** Will work with Director of Youth Development and Family Engagement to assess current programs and develop a plan for future fee-for service classes

Community and Family Engagement

- Will partner with the Marketing and Events Manager to maintain agency's relationships with outside art, culture, and education institutions and for finding ways to work with them on art programming in the community and at USES
- Will collaborate with the Early Childhood, Afterschool Program, Camp Hale, and Community & Family Engagement programs to utilize the arts as a tool for enhancing family engagement
- Represent USES at relevant community events, meetings and coalitions

PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly
- Work requires close visual acuity
- Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply, please email resume and cover letter to: humanresources@uses.org

In the subject line, please specify the position to which you are applying. No phone calls, please.