



UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” 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. Please visit our website at www.uses.org.

Vacation Arts Program Site Coordinator

This is a temporary seasonal position with potential to become permanent full-time.

GENERAL DESCRIPTION

The Children’s Art Centre’s Vacation Arts Program is a full day, arts-based program for children ages 4.5 to 12. Children will engage in visual arts projects, and are encouraged to work on original creations with freedom to use their imaginations for innovation and creative problem-solving. The Vacation Arts Program is a non-competitive environment that encourages each young artist to develop their interests, grow in their own personal style and work with others as they explore the world of art. Children also participate in additional weekly enrichment classes such as yoga and dance and attend an arts and cultural field trip every Friday.

The Summer Arts Programs operates weekdays 8:00am to 5:30pm from June 22nd – August 28th. The position is open immediately. Candidates must be able to commit for the entire summer.

The Summer Arts Program Site Coordinator will report to the Vice President of Programs & Services to gain valuable professional experience in youth development and program management.

QUALIFICATIONS

Applicants will be selected based on the following qualities/credentials:

1. A minimum of a Bachelor’s Degree and/or a background in youth or camp programs
2. Two (2) years of managerial/supervisory experience preferred
3. Strong interpersonal, organizational and leadership skills
4. Understanding of youth development and an appreciation for the arts
5. Demonstrated experience classroom/group and behavior management
6. Commitment to working with children and families of differing backgrounds.
7. Ability to collaborate and work with others on a team

****Staff are required to be or become first aid and CPR certified and are responsible for booking their training before the start of the program. Expenses will be covered by the organization.***

RESPONSIBILITIES

- Lead and manage the day-to-day operations of a community-based Summer Arts Program serving 36 children
- Directly supervise 3 art instructors and multiple interns, volunteers and summer youth staff

- Support staff with classroom and behavior management, supervise free-time, help to serve meals, and chaperone children on field-trips when necessary
- Maintain open and on-going communication with parents including information on menus, field trips, schedules
- Work with parents to support children's success in the program and address challenges should they arise
- Collaborate with Youth Operations staff to manage enrollment and fee collection
- Ensure a safe, welcoming and clean environment
- Responsible for the general upkeep of the Children's Art Centre building and space
- Complete other duties as assigned

PHYSICAL REQUIREMENTS

- Must be able to climb, balance, 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.