

UNION SETTLEMENT

Job Description

Position: Middle School College Prep Counselor
Department: Youth Services – College Readiness Program
Reports to: Assistant Director of Youth Services
Hours: Full-Time, including some Saturdays as needed
FLSA: Non-Exempt
Reviewed: 09/27/2016

Responsibilities:

- Recruit participants and facilitate intake.
- Prepare lesson plans for the purpose of providing weekly age and stage appropriate college readiness workshops at partner school sites.
- Work with Middle School Program Director at the four partner schools to implement tutoring for middle school students
- Design age and stage appropriate college success activities for middle school students.
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- Coordinate and provide information to parents and students on the High School selection and application process
- Assist partner schools with the High School Application process.
- Provide workshops to parents as needed.
- Schedule and conduct visits to High Schools.
- Facilitate leadership and community service activities for middle school students.
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- Maintain program calendar, and create flyers and announcements.
- Create and facilitate youth development events, meetings, and activities for participants.
- Participate on at least one Youth Services programmatic committee.
- Additional duties as assigned by the Assistant Director of Youth Services and Director of Youth Services.

Qualifications:

- Bachelor's Degree and a background in education, counseling, media, music, theater, or technology, with 2 years experience working in the area of youth development and workshop presentations preferred. At minimum, a Bachelor's Degree in human services or a related field and 2 years experience working with youth ages 12 and older.
- Self-motivated, with the ability to work independently and make connections with young people from diverse backgrounds and cultures.
- Demonstrated creativity in developing and implementing leadership and college prep workshops.
- Strong math and/or science skills, public speaking, computer, writing, and organizational skills.
- Willingness to learn all aspects of college admissions, financial aid, and scholarship process.

- Ability to market program, develop community partnerships, and provide innovative programming.
- Ability to work one or two Saturdays per month, as needed.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.
- Bilingual (English/Spanish or English/French) a plus.

Employee Name

Employee Signature

Date