

UNION SETTLEMENT

Job Description

Position: Hub Program College Prep Counselor
Department: Youth Services – Hub Program
Reports to: Assistant Director of Youth Services
Hours: Full-Time
FLSA: Non-Exempt
Reviewed: 02/08/2018

Responsibilities:

- Collaborate with Hub Team to serve a minimum of 75 Hub members with college preparation services.
- Provide on-going college readiness workshops across the Hub Sites.
- Design college success activities for Hub members.
- Coordinate Regents Exam prep tutoring sessions for high school students during the week in collaboration with school based colleagues
- Assist in the planning and attendance of college trips for Hub members.
- Maintain program calendar, create flyers and announcements related to College Events and Activities
- Create and facilitate youth development events, meetings, and activities for Hub members.
- Conduct individual and group college advisement sessions on financial aid and college admissions.
- Participate on at least one Youth Services programmatic committee.
- Additional duties as assigned by the Director of Youth Services, Assistant Director of Youth Services, Hub Program Director and Hub Assistant Program Director.

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 and/or Sundays per month, as needed.

- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.
- Bilingual (English/Spanish or English/French) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

jobs@unionsettlement.org. Please indicate **Hub Program** College Prep Counselor in subject of e-mail.