POSITION:  School Based Counselor

PROGRAM :  College and Careers

HOURS:  Full-time, Monday-Friday, 35 hours/week including some evening hours

SKILLS/ABILITY :

- Experience working with High School students providing case management, support and college readiness and guidance
- Excellent oral and written communication skills
- Ability to work in a school/host setting
- Ability of facilitate workshops and presentations
- Bilingual (Spanish/English) helpful
- Good computer skills for data collection

JOB DESCRIPTION:
The Counselor for the School Based College & Careers program is responsible for working with 75 students, many of whom are first in their family to imagine college, as a life coach and college & career counselor responsibilities include

- Develop portfolio for each student that includes the results of the Ansel – Casey Life Skills Assessment
- Meet with students as needed to address life issues that are interfering with their ability to focus in school and plan for their futures, provide constructive feedback and positive socialization.
- Organize one hour of tutoring a week for students
- Work with students and parents on college enrollment
- Assist students in applying for scholarship dollars
- Organize local college tours
- Organize workshops on resume writing and interviewing
- Connect with students at least quarterly in their first year of college

**SALARY:** Commensurate with Experience

**SEND RESUMES TO:** dperlleshi@theguidancecenter.org

**HIRING SUPERVISOR:**

Name: Dijana Perlleshi

Email: Dperlleshi@theguidancecenter.org

Fax: