



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

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: