

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

**Position:** High School College Prep Counselor  
**Department:** Youth Services – College Readiness Program  
**Reports to:** Assistant Director of Youth Services  
**Hours:** Full-Time, including Saturdays as needed  
**FLSA:** Non-Exempt

### Responsibilities:

- Recruit a minimum of 200 participants and facilitate intake.
- Provide college readiness workshops.
- Coordinate and recruit participants for SAT Prep tutoring.
- Design college success activities for High School students.
- Facilitate weekly Leadership Academy workshops and community service activities for high school students as needed.
- Coordinate Regents Exam prep tutoring sessions for high school students during the week in collaboration with partnering school.
- Assist in the planning and attendance of college trips for High School students.
- Maintain program calendar, create flyers and announcements.
- Provide college prep advisory and/or assistance to internal Youth Services programs as needed.
- Create and facilitate youth development events, meetings, and activities for participants and their parents.
- Conduct individual and group college advisement sessions on financial aid and college admissions for participants and parents.
- Register and track student progress in the College Readiness Program.
- Attend college trips including weekend and overnight trips.
- 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.
- 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, school 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, References, and Salary Requirements to: [youthservicescareers@unionsettlement.org](mailto:youthservicescareers@unionsettlement.org) . Please indicate High School Prep Counselor in subject of e-mail.

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