



## **Community to College Pipeline Education Counselor**

Position: Education Counselor

Reports to: Deputy Director

Location: 1231 Lafayette Ave, 4th Floor Bronx, New York 10474

Commitment: Full-time (40 Hours/Week)  
General office hours are 9:30AM-5:30PM, Monday through Friday; this position has flexible schedule due to Saturday program commitments as needed.

Start Date: September 2017

Compensation: TBD

### **About the Hunts Point Alliance for Children**

The Hunts Point Alliance for Children (HPAC) is a collaborative of the schools and community-based organizations operating in the Hunts Point neighborhood of the Bronx, zip code 10474. HPAC's mission is to work with families to support the educational achievement of the children of Hunts Point. Since 2007, HPAC has provided opportunities for over 300 children annually to engage in programming that sparks their interest in learning, engages them creatively, and allows them to look forward to the future. HPAC's vision is that all children in the Hunts Point community will be ready for kindergarten, ready for elementary school, ready for high school, and ready for higher education.

### **Job Description**

HPAC's Education Counselor provides significant support to HPAC Scholars as they achieve milestones in their education. The Education Counselor ensures that both Scholars and their families receive the guidance needed in grades 5 and 8 to make informed decisions about the transition from elementary to middle school, and middle school to high school. HPAC's Education Counselor also works with Scholars in grades 9 through 12 and tracks their high school progress, advising them to through the years before they apply to college. Following high school graduation, the Education Counselor continues to reach out to HPAC College Scholars and their families to ensure a smooth transition to college and support college perseverance.

### **Responsibilities**

HPAC's Education Counselor is a key part in educating the whole child, both academically and social-emotionally. S/he will be responsible for connecting with HPAC Scholars on the brink of education transition periods (grades 5, 8, 11, and 12), meeting with the Scholars and their families, advising the Scholars and developing their target high school list, and providing guidance on their final choices. In addition, the Education Counselor is responsible for preparing Scholars for interviews, providing feedback on Scholar progress, and helping to develop strong interpersonal skills necessary to succeed throughout high school. Finally, the Education Counselor is the manager for HPAC's Community Service Team and Mentoring Program. S/he ensures the successful execution of the programs through recruitment, coordination, and outcomes. The Education Counselor's level of input varies by transition grade (as detailed below), but for each Scholar, s/he will ensure that the student will apply, gain entry to, and attend a high school that fits the individual Scholar's profile.

*Fifth Grade Education Counseling:*

- Provide 5<sup>th</sup> grade HPAC Scholars and families with middle school choice process information, including available options within their district
- Assist families in applications to middle school, as needed
- Advise families on financial aid options, as needed

*Eighth Grade Education Counseling:*

- Connect with HPAC Scholars and families in the spring of their 7<sup>th</sup> grade year to explain the high school choice process
- Explore high school options, including public, charter, private, and parochial schools, individually with Scholars and families starting in the Fall of 8<sup>th</sup> grade year
- Develop high school options list for each Scholar for all varieties of high schools
- Assist and ensure all Scholars complete public high school applications
- Assist with applications and/or interviews to specialized public schools
- Seek resources for better preparation for auditions to performing arts and visual arts schools
- Assist in applying for financial aid to private and parochial schools (as needed)
- Work with HPAC Alliance members to share resources and offer expertise to the broader Hunts Point community
- Transition 8<sup>th</sup> grade Scholars into HPAC Mentoring program

*Ninth and Tenth Grade Education Counseling*

- Organize orientation meetings for freshman and sophomore Scholars (August/early September)
- Meet quarterly with high school freshman and sophomore Scholars to track progress and collect report cards
- Organize and manage the Community Service Team, including arranging at least five volunteer opportunities per year, and managing partnership with the We Organization and We Day
- Organize and manage high school mentoring program, including ensuring students are meeting their commitments and organizing bi-monthly meetings with mentors and liaising with adult mentor coordinator
- Recruit students to participate in girls' Mighty Quills writing program and assist MQ Director as necessary to support Scholars.
- Coordinate the recruitment of Scholars to participate in the Kenyon Young Writers program, and manage the logistics of their travel to Kenyon College and participation in subsequent writing workshop in New York City.
- Identify and connect freshman and sophomore Scholars with summer opportunities (jobs, internships, academic, and/or volunteer)
- Connect Scholars with tutor opportunities and connect with SAT classes, as needed
- Identify partnerships and resources for Scholars over the academic year

*Eleventh and Twelfth Grade Scholars*

- Transition relationship with Scholars to College Access counselor, and partner with counselor as necessary to ensure connection.
- Provide College Access counselor with assistance and bilingual translation services as needed

*College Perseverance*

- Develop regular communication with college Scholars and support transition into college
- Assist College Access counselor with support with:
  - Support parents of college Scholars as their children transition into college, as needed

- Follow up with questions regarding financial aid, as needed
  - Share internship and job opportunities for college Scholars
- Assist in preparation and mailing of HPAC care packages to college freshman Scholars two times per year

**We are looking for someone who is:**

- Bachelor's degree in education or related degree required
- Bilingual in English and Spanish required
- At least three years' experience working in large, urban school districts preferred
- Experience working directly with children and families
- Compassionate towards the children and families we serve, as well as his or her colleagues
- Great at building meaningful relationships with various stakeholders such as parents, school administrators, and community members
- Strong networking abilities
- Extremely organized and detail-oriented
- Creative and a problem solver that shows good judgment
- A strong and effective communicator who is comfortable conveying information verbally, in written form, and electronically
- Capable of creating and documenting systems and processes
- Is well-versed in Microsoft Office applications (Word, Excel, Publisher, etc.) and Google applications (Docs, Sheets, Drive, etc.)

Please send cover letter and resume to [YDJobs@hpac10474.org](mailto:YDJobs@hpac10474.org)