



The Lincoln Center for Family and Youth
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JOB DESCRIPTION

Title: GEAR UP Site Facilitators (3 positions are available)

FLSA: Exempt

Reports To: TLC Chief Operating Officer

Summary: The GEAR UP Site Facilitators will implement the goals and objectives of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) program at one of three (3) middle schools in the Norristown Area School District (NASD). The GEAR UP program is funded by a U.S. Department of Education grant and provides services and resources to a cohort of students with the goal of increasing high school graduation and college awareness, acceptance, and readiness.

These full-time positions will coordinate all GEAR UP activities for the second semester of the 2018-2019 school year (Jan-May) and for the entire 2019-2020 school year (Sep-May). The positions will work with 6th and 7th graders during the 2018-2019 school year and with 7th and 8th graders during the 2019-2020 school year. The positions can be renewed each year up to the grant duration of seven (7) years.

- Essential Functions & Responsibilities:**
- Act as the liaison between the TLC and School District staff (administration and teachers) at one of three (3) middle schools in the Norristown Area School District (NASD)
 - Serve as the single on-site point of contact for all GEAR UP activities at participating schools
 - Work closely with the other two (2) other Site Facilitators to coordinate multi-site GEAR UP activities
 - Collaborate and coordinate with district personnel, school staff, and GEAR UP partners to provide services and resources to participating cohort students
 - Increase college awareness and readiness by coordinating with GEAR UP partners to provide counseling, mentoring, tutoring, remediation, enrichment, summer programs, college visits, job shadowing, and financial literacy workshops
 - Collaborate with GEAR UP evaluator to track all student-level activities
 - Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with GEAR UP guidelines.
 - Meet twice per year with all cohort students to document and track progress toward individual student goals
 - Provide high-level coaching and counseling services to meet student needs
 - Provide case management services, as needed, for students and families
 - Attend all required meetings, training/education, including GEAR UP conferences

- Skills:**
- Ability to be flexible and meet deadlines
 - Multi-tasking capability
 - Strong client relationship-building skills
 - Ability to communicate clearly
 - Strong organizational skills
 - Detail oriented

Education and Experience: Bachelor degree in education or human service field (psychology, counseling, social work, etc.). Master degree in counseling or social work and/or professional certifications (LPC, LSW) a plus.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Hours of Work: This is a full-time, 40 hours per week, 10-month position for duration of grant period. Evening and/or weekend work may be required at times.

Work Environment: Office and school settings

Travel: Travel to various school sites in Norristown Area School District. Other travel to colleges/universities and corporations for college visits and job shadowing activities.

EEO Statement: Our Company is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.