



The Lincoln Center for Family and Youth
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JOB DESCRIPTION

Title: GEAR UP Site Facilitator

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 a designated middle school 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.

The full-time position will coordinate all GEAR UP activities for the 2019-2020 school year (Sep-May). The position will work with 7th and 8th graders during the 2019-2020 school year. The position can be renewed for each year of the grant's duration.

- Essential Functions & Responsibilities:**
- Act as the liaison between the TLC and School District staff (administration and teachers) at a designated middle school in the Norristown Area School District (NASD)
 - Serve as the single on-site point of contact for all GEAR UP activities at the participating school
 - 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 professional licenses (LPC, LSW) or certifications a plus.

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.

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.

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.