



The Lincoln Center for Family and Youth
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JOB DESCRIPTION: CAREER COUNSELOR/COACH

Title: Career Counselor/Coach

FLSA: Exempt

Reports To: Supervisor, GEAR UP Coaching and Counseling Department

Organization Summary: The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

Position Summary: This position will provide college preparation services for high school students in a Montgomery County School District in order to meet the requirements of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) program. 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.

Duties & Responsibilities: This position may be assigned any of the following activities, duties, or responsibilities as assigned by the District or TLC. This list is not a comprehensive listing and may change at any time with or without notice.

Career Coaching and Counseling

- Teach occupational skills training programs for in-demand industry sectors
- Provide leadership development training with emphasis on social skills
- Teach entrepreneurial skills
- Prepare and host career fairs
- Conduct mock interviews
- Develop and teach professional resume writing workshops
- Conduct job readiness and workplace etiquette workshops
- Create job shadowing opportunities for students
- Identify paid and unpaid work experiences for students
- Identify pre-apprenticeship programs for students
- Coordinate and chaperone workplace tours

Direct Student Services

- Provide direct academic tutoring assistance when needed
- Assess, record and report on students' development, progress, goal attainment and behavior
- Monitor students' academic progress towards graduation

- Communicate necessary information regularly to students and school staff regarding students' progress and needs

Coordination and Collaboration

- Increase college awareness and readiness by assisting in GEAR UP activities including counseling, mentoring, tutoring, remediation, enrichment, summer programs, college visits, job shadowing, and financial literacy workshops
- Assist in coordination of coaching, counseling, mentoring, and tutoring activities at participating schools
- Assist teachers with planning and delivering of tutoring and mentoring services
- Collaborate and coordinate with district personnel, school staff, and GEAR UP partners to provide services and resources to participating cohort students
- Act as the liaison between the TLC and School District administration and teachers

Data Collection and Tracking

- 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

Meetings and Conferences

- Attend required meetings, training/education, including GEAR UP conferences as requested

Skills & Knowledge:

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

Education and Experience: Associates or Bachelor's degree required.

Other Duties: 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.

Work Environment: Home, school, community, and office settings

Work Hours: This is a full-time, 40 hours per week, 12-month position

Travel: Travel to designated school district sites. Some out-of-region travel to conferences.

EEO Statement: TLC is committed to a policy of Equal Employment Opportunity and does 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.