Counselor Development Coordinator – Job Description

Organization Description

Leadership, Education and Athletics in Partnership, Inc. (LEAP) is a non-profit youth development organization based in New Haven, CT that works closely with children and youth from New Haven’s lowest income communities. LEAP’s goal is two-fold: 1) to develop the strengths and talents of young leaders who create and implement year-round, community-and school-based programming; and 2) to establish safe community spaces for youth in New Haven to develop academically and explore new skills with consistent support.

As the largest youth agency in our city, we provide academic supports, social enrichment, and leadership development using a multi-tiered mentorship model. We give older students (ages 16 to 21) the training, education, and resources they need to work as counselors, educators, and mentors to our younger students (ages 7-15). Youth ages 13-18 also receive college and career preparation opportunities and develop professional development skills to help them become socially engaged community leaders. LEAP’s work goes beyond affecting individual lives through education and employment. We build a community with tools needed to enact longstanding change for youth.

Position Summary

LEAP is currently searching for an energetic and compassionate individual to join our Programs Team as the Counselor Development Coordinator. The Counselor Development Coordinator will organize all of LEAP’s year-round efforts to recruit, hire, and retain high school and college students for our youth staff positions (Junior Counselor, Senior Counselor, computer learning staff, and interns). They will also create professional development opportunities and provide academic advising for youth staff, on a regular basis. The ideal candidate will be excited to interact with teenagers and young adults and have the ability to identify gaps in young people’s knowledge in order to create training and materials to support them.

The Counselor Development Coordinator will receive general direction, coaching, and performance evaluation from the Counselor Development Manager.

Position Responsibilities

- Recruit, hire, and retain LEAP’s youth staff including: Junior Counselors (high school students), Senior Counselors (college students), computer learning staff (high school students/college students), interns (college students), and supporting aquatics with recruitment as needed;
- Work closely with the Programs Team to plan the criteria and goals for hiring and supporting youth staff each season;
- Plan and attend recruitment events at local schools, colleges and community organizations;
- Develop a comprehensive recruitment schedule and marketing materials;
• Update online applications for youth staff positions and collect application information in a secure manner;
• Organize youth staff interviews with Counselor Development Manager and set standards for how interviews should be conducted and evaluated;
• Maintain accurate demographic data, contact information, academic information on all LEAP youth staff for data analysis and reporting purposes;
• Work with the Finance Office to efficiently onboard new youth staff into our payroll system;
• Meet with individual youth staff members about their academic progress in order to identify additional supports they may need;
• Develop or outsource professional development workshops, career-specific programming and professional mentor relationships for youth staff to access frequently;
• Communicate with youth staff periodically about exciting professional and personal development opportunities that exists outside of LEAP;
• Support the Programs Team and managers in mediating issues with youth and identifying appropriate resources;
• Support the Counselor Development Manager in offering post-secondary programming (college and career prep) and training around civic leadership, social justice and identity development; and
• Participate in any trainings and professional development as required by LEAP.

Skills and Qualifications

• Exceptional leadership, time management, facilitation, and organizational skills
• Working knowledge of best practices within the youth development field
• Knowledge of common needs for first-generation, low-income students, students of color and students from immigrant families

Preferred Qualifications

• Bachelor’s degree or higher from an accredited institution.
• Professional or extracurricular experience working with high school-aged youth
• Professional or extracurricular experience with peer mentorship, tutoring and/or advising
• Knowledge of New Haven communities and/or the Greater New Haven area
• Experience with community outreach, marketing and strategic recruitment

Salary

This position is full-time and salaried. Salary is commensurate with experience and other qualifications.

To Apply

If you are interested in this position, please send a cover letter and your resume to jobs@leapforkids.org with the subject line “Counselor Development Coordinator.” If you have questions regarding this position, you may email your questions to Frankie Roman, Counselor Development Manager, at froman@leapforkids.org.

Additional information about LEAP is available at www.leapforkids.org.

~LEAP is an equal opportunity and affirmative action employer~