Leadership, Education and Athletics in Partnership (LEAP)

Job Description: Counselor Development Coordinator

**Description of the Organization:**

For 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income urban neighborhoods in America. As the largest youth agency in our city, we provide academic support, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors to our younger students (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

**General Purpose**

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.

**Important and essential duties:**

* Recruit, hire, and retain LEAP’s youth staff including: Junior Counselors (high school students), Senior Counselors (college students), computer learning staff (high school students), and interns (college students);
* 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;
* Supervise counselors and interns in on campus recruitment;
* 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;
* Work as part of a team with the other members of the Counselor Development team to develop counselor recruitment and support strategies and assist in each other’s work;
* 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.

**Knowledge:**

* 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

**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. Benefits including health insurance are provided. Salary is $48,000.

**To Apply:**

If you are interested in this position please send a letter of interest and your resume to this [Link](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=da2d7053-eaa5-49ac-85b3-14537c0b8847&ccId=19000101_000001&lang=en_US).

**Note:**

This position is currently based out of the LEAP office in New Haven, CT. 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 the organization is available via www.leapforkids.org.

 *~LEAP is an equal opportunity and affirmative action employer~*