

## **The Steppingstone Foundation Job Description**

**Title:** Counselor  
**Reports to:** Senior Director of Counseling Services

### **Position Overview:**

The Counselor will work with the Senior Director of Counseling Services to ensure the social and emotional needs of Scholars are incorporated into all aspects of Steppingstone's programming. They will work with Scholars and families, providing 1:1 and group counseling and referrals as necessary. The Counselor will also be a member of several collaborative teams, helping to plan professional development for staff and initiatives to create a positive program climate and culture. The Counselor will work a Tuesday – Saturday schedule during the academic year, with some evening hours required.

### **Responsibilities:**

- Assess Scholar needs, provide counseling services as appropriate, and/or make referrals
- Support the development and implementation of Steppingstone's social-emotional curriculum
- Advise a cohort of Scholars, building relationships and maintaining regular contact with them, their schools, and their families to ensure their academic and social-emotional growth and success
- Help to ensure effective social-emotional support of all Scholars through consultation with Advisors, participation in weekly Advising Team meetings, and co-planning trainings on topics such as working with diverse populations, group facilitation, and stress management
- Assist in the creation of developmentally appropriate community building activities and events to support a positive program culture
- Utilize data collection, tracking, and documentation to inform program improvements and monitor Scholar progress
- Help to deliver the core program by supporting the admission process and providing logistical support for and participating fully in the summer session

### **Qualifications:**

- Demonstrated commitment to educational and racial equity in college access and success
- Experience working with a diverse group of middle school students and ability to support and challenge students as appropriate
- Orientation towards continuous learning for self and others
- Exceptional interpersonal, relationship-building, and group facilitation capabilities, incorporating cross-cultural sensitivity
- Effective project management skills combined with professional judgment, vision, and problem-solving capabilities
- Masters level degree in school counseling, social work, or related field

**To Apply:** Please email your resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at [jobs@tsf.org](mailto:jobs@tsf.org). Applications will be reviewed on a rolling basis.

Please include **“Counselor”** in the subject line of your email.

*The Steppingstone Foundation is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, or handicap, as defined by law.*