



SUMMER COUNSELOR

Organization Summary: Oliver Scholars prepares high-achieving Black and Latinx students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position and Summary: Reporting to the Director of Counselors, Program Counselors will function as assistant teachers and social advisors to rising sixth, eighth, and ninth grade students during Oliver’s five-week Summer Scholar Immersion and Placement Program. Under the leadership of individual teachers and administrators, Counselors are responsible for tracking progress of Scholars, assisting teachers with grading and ensuring an environment of community, accountability, and fun for Scholars.

Hiring Counselors for:

- Sixth-, eighth-, and ninth-grade English/Writing, History, Math , Learning Skills
- Sixth-grade Art History
- Eighth-grade SSAT Test Prep (Math & Verbal)
- Ninth-grade Science & Chinese

The program operates Monday-Friday 8:15 a.m. - 4:45 p.m. from July 8, 2019 – August 9, 2019. Classes will be conducted at a day school for four weeks, and on a boarding school campus the fifth week.

Responsibilities:

- Assist Instructors in one academic course by grading , managing behavior, and monitoring progress during classes
- Assist tutors during tutoring periods
- Assist in the development and facilitation of weekly community-building activities as well as other activities as needed
- Provide student progress updates to administrators and faculty
- Supervise Scholar arrival, lunch, and dismissal
- Record attendance and communicate late arrivals to administrators
- Participate in weekly group and individual counselor and faculty meetings
- Attend all orientation sessions, pre-program meetings, and post-program debrief
- Lead and provide activities and games for students during the boarding-school week
- Supervise student meals and bedtimes during boarding-school week
- Assist faculty and administrators with study hall during boarding-school week

Qualifications:

- Must be 18 years of age and have completed at least one year of college
- Demonstrated mastery of subject(s) applying for (minimum B+; A+ preferred)
- Good academic standing at your current school
- Experience working with youth preferred
- Strong organizational skills
- Conflict management experience desired
- Public-speaking experience preferred
- Good standing with Oliver Scholars

HOW TO APPLY: For consideration, please forward your cover letter and resume to Teacherjobs@oliverscholars.org. Please note, **“Summer Counselor – [your last name]”** in the subject line of your email. Only applicants under consideration will be contacted. No phone calls please.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.