

Title: Counseling Intern

Classification: Intern, Part-Time, Non-Exempt

Salary: \$1,000 stipend per school semester

Description: The Counseling Intern is a member of the Program Team, reporting to the Director of Leadership & Support Programs. The Intern will be responsible for case-managing 15-20 students in a middle school setting, as well as provide support to other staff members as it relates to student behavior. The Intern will also be responsible for the High School Transition activities beginning in the Fall of 2009 and continuing through the Spring of 2010.

Reports to: Director of Leadership & Support Programs

Requirements:

- Bachelors Degree & current enrollment in MA Counseling or similar program required.
- Minimum 1 year experience working with middle or high school youth required; education and/or youth development setting preferred
- Superior organizational skills and creativity as demonstrated through past work experience required
- Ability to work independently required

Responsibilities:

Case Management

- Facilitate individual/group sessions with each student (15-20) at least one time per week. Meetings with parents are also encouraged.
- Communicate effectively with school staff about each student, without breaking confidentiality.
- Maintain partnership between ASAS (CBO) and the designated school site staff (administration & teachers.)

Implementation/Coordination of High School Transition Program

- Work closely with Site-Supervisors at participating schools to ensure the proper execution of the High School Transition Program.
- Coordinate five community service learning projects each year that include all participating schools

Administrative Duties

- Maintain organized documentation and attendance of each event and/or meeting with students.
- Maintain organized data in regards to students' academic performance. Evaluation of this data will be used to
- Responsible for the management and evaluation of programs for any grants that support the Counseling and High School Transition Programs
- Assist the Director of Leadership & Support Programs when needed

To apply for this position:

Please email a thoughtful cover letter, resume, and list of two professional references (all as separate Microsoft Word or PDF attachments) to Kelly Kirk, Director of Leadership & Support Programs at: kkirk@bayallstars.org with



“Counseling Intern Application” in the subject line. The Bay Area After-School All-Stars is an equal opportunity employer seeking a diverse and talented professional staff.