



UNITED WAY
Venango and
Titusville Region

School Career Counselor



Department: Education

Reports to: Education/Community Impact Director & CEO/President

Location: School Base

We are seeking a motivated and student-focused Career Counselor to join our school's Services team. The Career Counselor will guide students in exploring career options, developing career plans, and making informed decisions about their future education and employment. This role involves working closely with students, parents, faculty, administration and external partners to ensure students are well-prepared for life after graduation.

Key Responsibilities:

- **Career Guidance:** Provide individualized career counseling to students, helping them identify their strengths, interests, and potential career paths.
- **Career Planning:** Assist students in developing short- and long-term career goals, including planning for post-secondary education, internships, and employment opportunities.
- **Workshops and Presentations:** Develop and lead workshops on topics such as resume writing, interview techniques, job search strategies, and college application processes.
- **Career Assessments:** Administer and interpret career assessments and inventories to help students better understand their skills, values, and interests.
- **College and Career Readiness:** Collaborate with teachers and staff to integrate career readiness into the curriculum and school programs.
- **Job Placement Support:** Assist students in finding part-time employment, internships, and job shadowing opportunities that align with their career goals.
- **Employer and Community Engagement:** Build relationships with local businesses, colleges, and community organizations to create opportunities for students.
- **Parental Involvement:** Engage with parents to provide resources and support for their child's career planning and decision-making processes.
- **Resource Management:** Maintain up-to-date information on college and career options, job market trends, scholarships, and financial aid opportunities.



- **Student Record Keeping:** Track and document student progress, maintaining accurate records of counseling sessions, assessments, and career plans.
- **Student Advocacy:** Advocate for students' career interests and needs, helping them overcome obstacles and reach their goals.

Qualifications:

- Bachelor's degree in Counseling, Education, Psychology, or a related field;
- Experience in career counseling or educational guidance, preferably in a school setting.
- Strong knowledge of career development theories, counseling techniques, and post-secondary education options preferred .
- Excellent communication and interpersonal skills, with the ability to work effectively with students, parents, and staff.
- Proficiency in using career assessment tools, educational software, and other relevant technologies.
- Commitment to supporting the diverse needs of students and fostering an inclusive environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with volunteer event. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Clearance: All candidates will be required to pass background check and be able to obtain the following clearances:

Act 151 Department of Human Services Children Abuse History Clearance

ACT 34 Pa State Police Request for Criminal Records

Act 114 Federal Criminal History Record Information

Act 126 Mandatory Reporter Training

To Apply:

Interested candidates may apply via Indeed or email a brief cover letter, resume, and three professional references to jennifer@uwvenango.org.

EEO: United Way is an equal-opportunity employer. We evaluate qualified applicants without regard to race, color, religion, creed, disability, veteran status, advanced education, marital status, age, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin or ancestry, genetic information, and other legally protected characteristics, in accordance with applicable laws.