

Saint Thomas Choir School, New York City

Part-time School Counselor

The Saint Thomas Choir School is an intentionally small boarding middle school for boys in grades 3-8 who sing in the choir of Saint Thomas Church Fifth Avenue. Our community is close-knit, and the program is both academically rigorous and musically enriching. The school is housed in a purpose-built fourteen-story building located around the corner from Carnegie Hall, Columbus Circle, and Central Park.

Saint Thomas Choir School provides a residential, music-centered education in the heart of Manhattan for boys in Grades 4–8 who love to sing. For more than a century, the Choir School has existed to house, nurture, and educate the treble choristers of the Saint Thomas Choir of Men and Boys, Fifth Avenue, New York. The boys' musical education, together with their academic curriculum at **Professional Children's School**, develops mind, body, and spirit in an energetic and creative environment. As the only residential choir school of its kind in the United States, this unique small School of approximately 25 boys combines rigorous academics, world-class musical training, and a distinctive lifestyle shaped by faith, community, discipline, and service.

About the role: The School seeks a **Part-time School Counselor** responsible for supporting the emotional wellbeing of our students individually and collectively within a residential community. The School Counselor works closely the Deans of the Choir School, the Residential Life Team, Faculty and other school partnership to coordinate efforts that meet the needs of individual students. The School Counselor must hold an advanced degree in counseling, social work, or a related field and have a minimum of two or more years of experience in individual counseling or acute crisis support. Experience with a strong understanding of adolescents and the boarding school environment is strongly preferred.

Reports to: Dean of Choir School

Schedule: An average of **20-28 hours** per week when school is in session. Must be available to work some Sundays and some evenings, Mon, Wed and Thurs. Hours will be flexible dependent on the student schedules. This is an in person role. This position includes on-call responsibilities. On-call duties involve being available for urgent student support needs outside of regular business hours.

Salary: Hourly \$40 - \$50 per hour. Some meals provided while on duty when school is in session. This is a 10 month assignment. This position does not come with school provided housing or benefits.

Primary Responsibilities:

- Provide individual 1:1 counseling services to students through scheduled appointments and drop-in support, and make referrals to outside providers or community resources as appropriate
- Serve as a resource for boys experiencing emotional, social, academic, family, or developmental challenges.
- Work with families of students where appropriate, helping to support communication and student wellbeing, including students with additional learning needs.
- Meet with parents as required and designate parent communication time

- Maintain timely communication with the Dean, and Residential Life and Adm Associates to support student wellbeing while maintaining appropriate confidentiality.
- Keep accurate records according to the federal and state requirements
- Build positive relationships with students by maintaining an active presence in the daily life of the school, including participation in campus events and community activities
- Attend church at least one church service or concert each week- duty will include a walk back with the students and dinner supervision
- Connect/network with counselors in similar Episcopal schools in the city
- Participate regularly in the daily life of the school and student life, including staff/faculty meetings and professional development, school events, concerts, and services
- Contribute fully and generously to the life of the school and other events as required by Dean of the Choir School
- Other duties as assigned by Dean of the School

Qualifications:

- Master's Degree in School Counseling-MSW/LCSW or equivalent
- Minimum of two years' experience as a school counselor with background in adolescent development
- New York School Counseling Certification or the equivalent
- Demonstrated commitment to the American School Counselor Association Ethical Standards for School Counselors
- Strong preference will be given to candidates with experience in:
 - Middle school environments
 - Residential communities or boarding schools

Key Skills and Competencies:

- Candidates must have exceptional interpersonal, verbal, and written communication skills and display a collaborative, team-oriented work style
- A high degree of compassion, professionalism, discretion, confidentiality, and strong sense of boundaries is required

Physical Requirements & Work Environment:

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 frequently required to walk, stand, sit, talk, see, or hear. The employee must occasionally lift and/or move up to 25 pounds.

Conditions of Employment:

- The successful candidate must submit to pre-employment and ongoing background checks and or finger printing.
- Perform required training programs – Safeguarding Safe Church

Application Process:

Applicants should email a cover letter, resume, and list of three references to: jobs@choirschool.org with **Part-time School Counselor** in the subject line. This position will remain open until filled.

Equal Employment Opportunity:

Equal employment opportunities and diversity among its employees are fundamental principles at Saint Thomas Church and Choir School. We are an equal opportunity employer and do not discriminate in employment decisions and practices on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, veteran status, genetic information, family responsibility, political affiliation or any other status protected by applicable laws.