



# Goldbelt Heritage Foundation

One Sealaska Plaza, Suite 201  
Juneau, Alaska 99801

**Youth  
Achievement/Academic  
Success Counselor**  
(Full Time Position)

Phone: (907) 790-1424  
ghf@goldbelt.com  
<http://www.goldbeltheritage.org>

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## POSITION SUMMARY

Goldbelt Heritage Foundation is seeking a “Looking to Your Future” Youth Achievement and Academic Success Counselor. This position provides life skills coaching and training to youth ages 12 to 24.

This position additionally supports youth academic success and achievement through coordinating a tutoring program and providing academic counseling.

Utilizing project leadership, advocacy, and collaboration strategies, this individual promotes youth success, provides preventative services, responds to identified youth needs by implementing a comprehensive youth program that addresses academic, life, career and personal/social development needs and goals. This individual works with a project team to support youth engagement and to develop and provide meaningful youth activities and workshops. The Youth Achievement/Academic Success Counselor additionally provides one to one counseling as requested by project participants. This position will work with youth to strengthen life skills through the delivery of instruction on a regular basis as supported by a defined life-skills curriculum model.

This individual works closely with project staff, partner agencies and collaborates to plan and facilitate an annual Gathering of Native Americans for Southeast Alaska youth. She/he serves as a project representative in collaboration with project team staff and contractors.

Required Minimum Education and Qualifications:

Degree in Health Sciences, Counseling, Education, Social Work or Related Field. Extensive experience with implementing youth wellness projects that involve facilitation of educational activities and providing youth support. Demonstrated experience in youth educational projects. Knowledge of educational, health care and social service systems. Experience with project implementation. Excellent written and spoken communication skills required.

Requires knowledge of Southeast Alaska cultures; the ability to inspire.

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## APPLICATIONS BEING ACCEPTED THROUGH TO:

Date: Open Until Filled. Seeking Immediate Hire.

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## Position Application

One Sealaska Plaza, Suite 201 | Juneau, Alaska 99801  
Phone: 907-790-1424  
<http://www.goldbeltheritage.org>

### APPLICATION PROCEDURES, SUBMIT:

1. Cover Letter: Include the following information in your cover letter: a) Describe your experience in youth wellness projects; b) Describe your goals; and 3) Explain your interest in this position.
2. Complete Application
3. Resume

### Applicant Information

Full Name: \_\_\_\_\_ *DOB:* \_\_\_\_\_

Last First M.I.

Address: \_\_\_\_\_

Mailing Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ *Email* \_\_\_\_\_

Are you looking for employment that is:

FULL-TIME

PART-TIME

Date Available: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  *If no, are you authorized to work in the U.S.?* YES  NO

Have you ever been convicted of a felony? YES  NO

If yes, explain:

Have you ever worked for this company? YES  NO  *If yes, when?* \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Graduation year: \_\_\_\_\_

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College: \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Relevant Coursework: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

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Other/  
Vocational \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Relevant Coursework: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree/Certificate: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ *Relationship:* \_\_\_\_\_

Company: \_\_\_\_\_ *Phone:* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ *Relationship:* \_\_\_\_\_

Company: \_\_\_\_\_ *Phone:* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ *Relationship:* \_\_\_\_\_

Company: \_\_\_\_\_ *Phone:* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ *Date:* \_\_\_\_\_