

Youth Program Coordinator JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

The Youth Program Coordinator will support the work of the Coalition Coordinator and the Coalition in carrying out prevention goals in the community. Youth Program Coordinator serves as a positive role model for youth in the community and will be primarily responsible for the coalition's youth engagement efforts. Direct supervision will be provided by coordinator

GENERAL REQUIREMENTS

- Bachelor's degree in a human services area
(Substitutive by 3+ years of experience in youth human services field)
- Excellent oral and written communication skills, group process/facilitation; conflict resolution experience preferred.
- Must be willing to participate in continuing education/training; progressing toward prevention certification.

Duration - This is a grant funded position for one year with the anticipation of continuing in subsequent years.

Hours - Youth Program Coordinator will be employed by the Portsmouth Prevention Coalition approximately 20-29 hours per week. Salary commensurate with experience.

Current Program Activities: too many active programs to list.

Program Development - Establish Youth Engagement Committee and facilitate the development and oversee the implementation of youth program goals and objectives; seek youth prevention activities

High School Above the Influence - Create interest in ATI among High School Students, meet with students to plan activities; also incorporating middle school.

Attend Monthly Coalition Meetings - Prepare a monthly written report to document progress

Social Norms Campaign - Assist students to design a social norms campaign focused on the fact that a majority of Portsmouth youth choose not to use alcohol and marijuana

Alumni Outreach - Seek opportunities to build coalition connection with PHS alumni; plan strategies to engage PHS alumni in Coalition efforts; gather email addresses for e-Newsletter distribution; and solicit support and participation among past PHS students.

Seek resources and support to build youth component of the Coalition; Provide outreach to community members and organizations to recruit community partners to support youth prevention activities

Newsletter submissions as needed: prepare periodic report to be included in Coalition's monthly e-newsletter

Additional initiatives - Herren Wellness, Life of an Athlete, VAASA, Youth to Youth,