

BOYS & GIRLS CLUBS OF BOSTON
Job Description

Title / Position: Youth Prevention Director, Charlestown Substance Abuse Coalition
Location: Charlestown Boys & Girls Club
Reports to: Charlestown Substance Abuse Coalition (CSAC) Director
FLSA Class: Exempt
Pay Grade:
Date Written:
Date Revised: 4/2011

Essential Duties and Responsibilities:

Organize and coordinate the Coalition's Prevention efforts:

- Coordinate, organize, and oversee all aspects of implementing of All Stars and LifeSkills Curricula in two local Boston Public Schools. Coordinate meetings and provide support to "Teaching team" members, recruit new members as needed, manage collection of documentation and data, write up reports.
- Co-facilitate CSAC Youth Prevention Group. Support and enhance youth's development of innovative campaigns targeted at adults and their peers in the community.
- Work with Social Marketing firm to facilitate design and develop of social media campaign with Youth Prevention Group
- Assist in planning and organizing all Connect2Prevent, a parent communication skill building tool, efforts and activities
- Direct, organize and oversee the administration and collection of all Youth Health Survey administration that occurs every other year in three Boston Public Schools.
- Work directly with Principals of local schools and other school personnel
- Duties include development of training programs for teachers, youth workers, social workers, police officers and parents, research of best practices, training opportunities, scheduling, communication and promotion.
- Grants management and reporting requirements for the Drug Free Communities Support Program grant, Youth Prevention grants, and others.
- Manage communication and scheduling with coalition steering committee and other Coalition committees as well as other neighborhood youth initiatives
- Work with MGH's Center for Community Health Improvement on evaluation and research
- Remain current on best practices in substance abuse prevention and community work.
- Working knowledge of innovative technology and social networks, websites, portals, twitter etc.
- Outreach to neighborhood, civic and under represented groups, including youth.
- Provide training and orientation for new members.
- Attend Coalition meetings, events, and activities
- Maintain Coalition's membership, activities, and budget records to be used for reports for the SAMHSA/DPH/BPHC/ Individual Grants/ MGH Center for Community Health Improvement.

Position Requirements (Education, Experience, Knowledge, Skills, Abilities, Work Demands)

Bachelor's Degree and /or significant experience working with youth and adults on behalf of youth required. Masters in Social Work, Public Health or related field preferred.

Knowledge of substance abuse prevention and/or community organizing.

Experience in community work and strong interpersonal skills required.

Knowledge of youth development, public health, and implementation of programs and/or prevention of substance abuse preferred.

I have read, understand and voluntarily commit myself to the general guidelines contained in this document. I also understand that this is only a basic description of my job, and that it does not, nor is it intended to, outline all of the specifics of the responsibilities which I will be expected to perform.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____