



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WASHINGTON COUNTY FAMILY YMCA

JOB TITLE: Prevention Coordinator
SALARY: \$36,000-\$38,000 annually

REPORTS TO: YMCA CEO
STATUS: Full time, Exempt

POSITION SUMMARY

This full time Prevention Coordinator will serve Washington County to increase community readiness, develop capacity, and implement strategies to address youth substance use and mental health promotion. Coordinator will work within the guidelines of the CRSSA/ARP Community Readiness, Capacity Building, and Planning for Substance Misuse Prevention Grant. The grant is approved through June 30 of 2023, with the potential to extend through 2025 if warranted.

QUALIFICATIONS

Required Qualifications: Bachelor's Degree preferred, valid driver's license, dependable vehicle with a minimum of liability insurance

KNOWLEDGE-SKILLS-ABILITIES

- Self-Starter
- Excellent verbal and written communication skills
- Public Speaking and creative writing experience preferred
- Ability to think outside of the box
- Knowledge of Washington County geographical service area
- Demonstrated organization, networking, and planning skills
- Demonstrated ability to communicate with all populations and work independently
- Knowledge or experience related to education or health preferred

WORKING CONDITIONS

1. Flexible work environment, requires a home office and ability to travel to multiple locations
2. Occasional evening and weekend hours may be required

PHYSICAL EFFORT

3. This position requires computer use each day
4. Occasional lifting of 10-20 pounds

DUTIES & RESPONSIBILITIES

1. Develop and implement a comprehensive strategic plan addressing the risk factors, protective factors, and determinants in their community
2. Plan, coordinate, and implement prevention strategies in Washington County
3. Serve as Coordinator for the Washington County Drug Free Coalition
4. Regularly communicate with county school principals and teachers to be served in order to schedule programming
5. Disseminate, collect, and report survey data for prevention strategies
6. Track and report outcomes for all prevention strategies
7. Complete monthly and quarterly reports for prevention strategies

8. Attend any required trainings for the prevention program
9. Serve as a professional representative of the YMCA at external meetings as necessary, while keeping the Director updated on a continuous basis as new developments arise.
10. Provide assistance to project partners as necessary
11. Other duties as assigned

11/19/2021