

Maui Economic Opportunity, Inc.

Job Description



Job Title: Program Coordinator
Department: Youth Services
Reports To: Director
FLSA Status: Nonexempt
Prepared Date: November 2012
Updated: November 2024
Pay Grade: S15

SUMMARY:

Work to prevent tobacco use, underage drinking and abuse, bullying and suicide utilizing evidence-based peer lead curriculum and service learning and family strengthening activities. Manage, coordinate, facilitate, and support all aspects of the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with Department of Education public schools Superintendent, principals, teachers and counselors to provide evidence-based prevention education curriculum to the students in the middle and high schools on Maui.
- Administers the Prevention curriculum in-school and out-of school.
- Establish partnerships with local businesses, and other agencies to create community service projects, events and activities focusing on positive alternatives to underage drinking.
- Work with youth to reduce underage drinking activities which affect all other areas of their life.
- Coordinate and facilitate classes and activities including participant enrollment; administers pre and post-test questionnaires and 3 month surveys, and facilitates discussion.
- Create, maintain, review, and monitor individual participant files in a timely manner keeping all client files and clients confidential at all times.
- Organize and participate in service learning and life and career skills activities and gender specific programming to ensure project outcomes are met or exceeded.
- Recruit community participation in Underage Drinking Town Hall Meetings and manages peer lead teams in the middle and highs schools on Maui to address youth alcohol access issues.
- Assist with planning and delivering interactive substance abuse prevention presentations at youth events such as project graduation, class assemblies, etc. using fatal vision goggles as an aide.
- Ensure prevention curriculum objectives are completed meeting project outcomes and within funding limitations.
- Prepare and submit monthly and quarterly reports to Program Director by due date.
- Provide direction, training, and support to youth participants through peer leading training and programming.
- Ensure underage drinking prevention (Project Northland), cyber-bullying (Project Northland) and teen suicide (life lines) prevention curriculums objectives are completed within funding limitations.
- Facilitate youth-led creative projects.
- Facilitate and coordinates family strengthening events.
- Create and coordinate the calendar of Community Service Projects to generate 3,000 hours of service to the community within the grant funding timeframe.
- Coordinate and provide support of program activities on a daily basis.

Job Description – COM YS Program Coordinator

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.



- Maintain the cleanliness and up-keep of the Youth Services vans.
- Attend training programs as required.
- Develop and implement strategies to address local policies aimed at reducing youth access to alcohol.
- Coordinate and oversees support groups and other trainings.
- Coordinate transportation services to and from youth activities.
- Maintain a high level of customer service ensuring that client's needs are met.
- Understand, follow and support all safety policies and procedures.
- Attend community meetings as assigned.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervise youth participants and program specialists.
- Responsibilities include planning, assigning, and directing activities; monitoring participation and taking corrective action as needed; addressing complaints and resolving problems.
- Responsibilities include, in coordination with Director, interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of community mentoring programs, management and planning, community resources and volunteer recruitment strategies.
- Supervisory experience related to youth
- Experience working with at-risk youth
- Understanding of the causes and effects of substance abuse issues and living in poverty or at-risk conditions.
- Knowledge of youth needs, and available community resources.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Excellent time management skills.
- Ability to instruct and motivate others and provide training and work direction.
- Ability to handle many projects at a given time.
- Ability to prioritize workload and meet the demands and pressures of deadlines.
- Organized, detail and tasks oriented.
- Cooperative, polite, team player.
- Ability to complete program reports and establish a system to ensure program is meeting the needs of the youth.
- Ability to establish working relationships with appropriate community agencies and partners.
- Ability to interact with and support a cultural and ethnic diverse community.
- Working knowledge of basic computer applications including desktop applications and data entry.
- Available to work flexible days and hours, which may include evenings and weekends.
- Ability to travel on occasion for seminars, conventions, training, meetings, etc.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in a Human Services or related field, or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write reports and correspondence.
- Ability to speak effectively before large groups.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to maintain composure in an emergency crisis situation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Access to an insured vehicle and a valid driver's license.
- CPR/First Aid certification.

PHYSICAL DEMANDS:

- 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:
- Regularly required to stand and walk.
- Frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing 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:
- Regularly exposed to outside weather conditions.
- Occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration.
- The noise level in the work environment is usually loud.