



Job Description - Prevention Specialist

REPORTS TO - Director of Programs

LENGTH OF SERVICE - Part-time

SALARY RANGE - \$12-14 hourly, Non-Exempt Position

REQUIREMENTS

- One year of college in related field OR 6 months experience working with youth and/or prevention programs
- Minimum 21 years old and valid AZ driver's license
- Ability to work with youth from widely diverse backgrounds
- Knowledge of and/or experience in alcohol, tobacco, and drug prevention programs and evaluation preferred
- Knowledge of and/or experience in designing and implementing prevention curriculum preferred

POSITION DESCRIPTION

- Prepares and facilitates research based curriculum as assigned with specific attention to prevention programming with ICAN and Chandler area youth
- Assists with development, implementation and facilitation of program curricula as assigned in support of wrap around programming
- Supports ICAN's Homework Help programming, assisting youth members with homework and/or educational activities including worksheets, reading, etc.
- Completes all documentation in a timely and detailed manner, including session notes and participant sign in sheets, project management forms, curriculum/lesson plans, facilitator assessments, and other documentation/reports as required by the Director of Programs
- Administers evaluation instruments and tools as scheduled, collecting, tracking and monitoring progress toward program outcomes, including administration of pre/post testing and reporting to the Director of Programs on progress of programs
- Ensures all facilitated programming and activities are culturally competent and age appropriate
- Supervises youth members, providing guidance and serving as a positive role model with youth, mentoring and helping develop a sense of positive self-worth and self-efficacy
- Provides youth member transportation as scheduled and/or requested
- Chaperones field trips or events
- Includes volunteers and Youth Trainees in program implementation
- Upholds ICAN rules and consistently delivers consequences as identified
- Provides prompt, courteous and professional internal and external customer service skills, including responding to internal and external communications promptly and attentively
- Attends all internal and external meetings as assigned and/or requested
- Supports and interfaces with all ICAN programming, effectively working with co-workers and serving as an example of professionalism
- Promotes and upholds ICAN's mission, serving as an ambassador to the organization
- Attends to closing procedures and maintenance of ICAN facilities, including ensuring program space is clean, without clutter, and that supplies are stored after each program
- Other tasks and responsibilities as deemed necessary by management