



Winooski Partnership for Prevention

Education | Awareness | Engagement

Youth & Family Engagement Coordinator

Job Description

Hourly position, \$20-\$23/hour, depending on experience

10-20 hours per week

Temporary, with potential to renew for 2022-23 school year

Goals of Position: Partner with individual youth and families to build awareness and education related to substance use prevention, with the eventual goal of reducing substance use among youth and young adults.

Characteristics of a Successful Applicant

- *Energetic, responsive, with firm boundaries
- *Positive outlook for self and others
- *Committed to youth substance-use prevention
- *Values science and data-based decision-making
- *Committed to ongoing diversity, equity, and inclusion work

A successful candidate for this position will be able to positively engage and maintain the interest of this high-energy age group in leadership-building and content-rich activities that take place after the end of a normal school day.

Experience providing and coordinating recreational and educational activities with small groups of middle school-aged youth is important. Experience with the content is helpful, but not required. Commitment to science-based substance use prevention efforts is necessary.

Opportunities

- *Experience working with youth in a classroom and public school
- *Connection to education and social work field
- *Ongoing learning and professional development opportunities
- *Satisfaction from meaningful and impactful work

Key Tasks

Develop, using existing materials, after school plans that engage middle school students in positive activities in which they learn information that can help them and their peers stay healthy and avoid substances.

Help the organization develop positive relationships with 2-3 high school students and several middle school students who may be potential leaders and liaisons between the school and the WPP. Attend high school community meetings on a regular basis, with support from the school. Develop and participate in other creative ways to meet and engage with middle and high school students.

Develop positive relationships with parents in the community and engage them in our work by being engaged with them. Find and attend meetings and events where parents are and get to know them and what they care about.

Travel within Chittenden County, occasionally. Some interstate travel may be necessary as part of this position, but will depend on the pandemic impacts and what is deemed safe for staff and youth.

Continually develop your own skills, knowledge, and contacts on behalf of the organization.

Administrative Functions

- This position will require some administrative support of the organization, including:
- Tracking attendance and demographics of programs
- Collecting participant stories, including session and program evaluations
- Assisting with coordinating other events, in addition to after school
- Other duties as assigned

Work Environment

The Winooski Partnership for Prevention is housed in a small office within the O'Brien Community Center in Winooski, Vermont, and each staff member has a desk, access to a phone, a dedicated computer, and microwave.

Hourly Position, with some paid time off (accrued sick and vacation time following successful probationary period)

Reports to the Executive Director

Description of Organization

The Winooski Partnership for Prevention's mission is to prevent substance abuse by educating and empowering Winooski. The organization was started in 2003.

To apply: Please send a cover letter and resume to the Executive Director, Kate Nugent, via email at katenugent@winooskiprevention.org. References will be expected for candidates who are considered for the position. Background checks are required. Position open until filled.

WinooskiPrevention.org

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