

Holly Area Community Coalition Youth Coordinator – Job Description

The Youth Coordinator will work directly with youth to develop and implement the Coalition Action Plans. The Youth Coordinator will work as part of a team to implement programs and substance free activities following the Vision and Mission of the Holly Area Community Coalition. The Youth Coordinator reports directly to the Project Director.

Responsibilities Include:

- Planning and implementing youth programs at various school sites and community events
- Coordinate Youth Action Board at the High School and Students Taking A New Direction Group at the Middle School
- Assist the Director with coordination and implementation of Action Plans
- Represent the Coalition at school, parent and community meetings and events
- Maintain and develop partnerships with individuals and organizations in the community to foster community collaboration on behalf of the coalition
- Maintain website and social media sites

Qualifications for position:

The successful candidate will be a self-starter, have the ability to relate well with youth, flexible, resourceful, dependable, well organized, able to work independently and as a part of a small team. Additional qualifications include:

- Bachelor or 2 year degree preferred in Health, Human Services, Education or other related field.
- Two years or more work experience with youth in field of study
- Willingness to pursue Certified Prevention Specialist certification
- Capable and practiced in handling complex and/or multifaceted tasks
- Quality work ethic, ability to problem-solve and communicate effectively
- Experience with Microsoft office

This position is approximately 30-40 hours a week at \$20-\$22/hr. Some evenings and weekend hours are required. Interested and qualified individuals can send their cover letter and resume to:
Susan Papple
920 Baird Street, Holly, MI 48442
or susan.papple@hask12.org