



## **Job Description:** Prevention Coordinator (Part-time)

The Police Activities League of Massena (formerly Boys & Girls Club) has been serving the youth of our community since 2013 by providing a positive place to go, results-oriented programming and a professional staff to guide them. We have several immediate openings for Prevention Coordinators.

We are looking for **part-time Prevention Coordinators** who will be responsible for developing a broad range of social, recreation and artistic activities that promote creativity, self-expression, teamwork, discipline, commitment, and fun learning. In consultation with the Director and Assistant Director, you will plan, organize and manage related programs, staff, and volunteers, and perform administrative duties that support and facilitate the above primary functions.

### **Major Duties & Responsibilities**

- Model and uphold all MPAL policies and procedures.
- Ensure that age-appropriate activities are implemented for the youth we serve, currently Grades 2 - 12.
- Plan, organize and oversee varied activities with the support of MPAL leadership, staff and volunteers.
- At all times, ensures the safety of our members, provides structure, and encourages learning.
- Work with the Director and Assistant Director to create activities that align to NYS Education Standards and support the goals of the schools' participants attend.
- Complete necessary reports to monitor student progress and participation, including but not limited to membership success metrics.
- Promote and stimulate interest and participation in our Formula for Impact and core program areas: Character Development & Leadership Development, Education & Career Development, Substance Use Prevention, The Arts, Health & Life Skills, and Sports, Fitness & Recreation.
- Provide ideas and suggestions to the Director and Assistant Director for continuously improving programs.
- When presenting a problem or offering constructive criticism, also present an alternative solution.
- Build positive relationships with youth and adults and serve as a role model with respect to demeanor, communication, and behavior.
- Work with other staff, members and volunteers to ensure program areas are neat, clean and treated respectfully; and, that equipment and supplies are managed appropriately.
- Quickly identify and seek to resolve conflicts and behavioral problems in consultation with the Director and Assistant Director.

### **Additional Responsibilities**

- Plan and post activity schedules and evidence of work in approved areas.
- Make periodic reports/announcements on program activities and evaluate participation, progress, and development of program youth.
- Responsible for the inventory, ordering, care, and maintenance of all related supplies and equipment.
- File incident reports (accidents, injuries, altercations) no later than the day of the incident.
- When directed, attend meetings with staff, parents, volunteers and community residents as needed to assist in program delivery and promotion of programs.



- Interact with parents and keep open lines of communication to better understand and manage the children.
- Other duties as assigned by the Assistant Director.

### **Skills/Knowledge Required**

- Passion for the mission and values of PAL, grounded in the belief that young people's individual strengths and capabilities can guide them to mature, productive adulthoods with our encouragement and commitment.
- A minimum of two years of academic preparation in arts or recreation discipline, or other equivalent training.
- Reports to the Assistant Director, or the Director in the absence of the AD.
- Preference will be given to those having at least two years' experience working with youth.
- Demonstrated skills and competency as an instructor and artist.
- Understanding of conflict resolution, mediation, and mentoring concepts.
- Good communication skills, both oral and written. Ability to speak professionally to staff, members, parents, groups and community residents.
- Familiarity with office protocols involving dress, demeanor, record keeping, confidentiality, staff meetings, visitors, and employee use of supplies and equipment.
- Proficient in Microsoft Office applications.
- Must pass a background check, and possess a valid driver's license. If not already CPR and First Aid Certified, will be required within the first 6 months of employment.

**To Apply:** Email current resume, with cover letter and responses to the questions below to: [info@MassenaPAL.com](mailto:info@MassenaPAL.com)

**Please submit the following with your resume and cover letter:** To assist you and the search committee in discerning the best match for the position, please attach responses to these three questions along with your resume for consideration. Candidates without responses will not be considered.

1. What do you feel are your three most valuable traits in relation to this position?
2. What has been your favorite job and why?
3. Why would you like to work for the Police Activities League of Massena?

Review of applications and interviews will be ongoing, until position is filled.

Part-time, non-exempt; Seasonal/Variable

20-25 hours/week, Mon-Fri; occasional evenings and weekends

Hourly Rate: \$13.50

Reports To: Assistant Director

Equal Opportunity Employer