



## **PREVENTION SPECIALIST**

Work to educate at-risk youth about substance abuse and other high-risk activities. Plan and implement programs to help Boys & Girls Club members become aware of substance abuse issues and teach them how to make alternative lifestyle choices.

### **Responsibilities:**

- Must be able to work independently.
- Exercise discretion and judgement pertaining to sensitive matters.
- Assists with monitoring and oversight of prevention project budget.
- Make recommendations for supply purchasing.
- Participate in various community-based organizations as needed.
- Assist in the development and implantation of project policies and procedures.
- Coordinate, review, and evaluate activities, projects or programs delivered.
- Work cooperatively with Clubs and collaborating agencies.
- Coordinates and completes required reporting in a timely manner.
- Participates in performance improvement activities.
- Provides age-specific prevention programs to members.
- Able to follow pre-written curriculum as well as create appropriate activities and projects for youth.

### **Qualifications:**

- Experience planning and implementing youth programs or working with youth.
- Ability to motivate youth, ages 6-18, and manage behavior problems as a leader.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise youth in a safe environment.
- Ability to keep paperwork organized.
- Microsoft Office programs. Ability to learn data reporting systems.
- Must have High School diploma.
- Strong communication skills, both oral and written.
- Mandatory CPR and First Aid Certifications. (provided)

### **Prevention Specialist Certification Requirements:**

- 2,000 hours as full time staff
- 120 hours education
- 120 hours direct service
- Pass Prevention Specialist final test after hours are completed