

PROGRAM COORDINATOR – DRUG FREE COMMUNITIES SUPPORT PROGRAM
(City of Peekskill)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Executive Director – Youth Bureau, the incumbent of this position is responsible for the day-to-day management of the goals, objectives and activities of a federally funded drug, alcohol and substance abuse prevention program. The Program Coordinator will work collaboratively with the Peekskill Agencies Together (P.A.T.) coalition and the Key Leaders Board to maximize community involvement in and to assess needs and impacts of various drug, alcohol and substance intervention and prevention strategies. The incumbent recruits, retains and coordinates training for coalition members; works with the police department on the development and implementation of substance abuse and violence prevention programs in the school/community; and coordinates the school-based activities of a substance abuse counselor. This position will have and maintain extensive contacts with various organizations and individuals in the community. The incumbent may be required to work flexible and evening hours. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Recruits and retains community members from key sectors (as defined in the grant) for the P.A.T. coalition;

Coordinates training for coalition members;

Coordinates and attends meetings of the P.A.T. coalition and Key Leaders Board;

Records and maintains minutes and all other documentation of P.A.T. meetings and activities;

Develops and implements a coalition newsletter, informational brochures and prevention activities;

Coordinates participant activities in the development of public service announcements and awareness campaigns;

Works with the local police department and school system on the development and implementation of substance abused and violence prevention program;

Coordinates various training activities and surveys in the community and/or school district;

Coordinates the activities of a school based substance abuse counselor;

Coordinates the distribution and receipt of surveys with school district personnel;

Maintains records and files of surveys, coalition meetings and activities, and prepares all necessary reports as required by the grant;

Prepares reports for federal and state agencies regarding program activities, results, training, etc.;

Attends federally sponsored meetings with other recipients of program grant funds;

EXAMPLES OF WORK (Illustrative Only) (continued)

May prepare grant application or funding requests;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the nature of drug, alcohol and substance abuse and the techniques used in establishing effective prevention programs; good knowledge of community organizational principles and coordinating processes and techniques; good knowledge of the literature and resources available to develop local awareness/abuse prevention programming; ability to plan, organize, implement, coordinate and evaluate programs to meet the needs of the community; ability to establish and maintain effective working relationships with individuals, school and community based organizations and agencies; ability to comprehend and follow federal and state grant regulation guidelines; ability to communicate effectively both orally and in writing; ability to work independently; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Psychology; Sociology, Human Resources, Mental Health, Social Work or other Human Service curriculum and two (2) years of experience in the planning, development or implementation of drug/alcohol/substance abuse awareness/prevention programming; or (b) a Master's Degree* in a field as defined in (a) and one (1) year of experience as described in (a).

SPECIAL REQUIREMENT: Possession of a valid driver's license to operate a motor vehicle in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.