

Job Title: Youth Prevention Specialist**Status:** Part-Time**Grant:** Drug-Free Communities (DFC) Support Program**FLSA Classification:** Non-Exempt**Reports to:** DFC Program Coordinator, Executive and Associate Director, Parenting Resource Center**Grant Expiration:** September 30, 2025

POSITION SUMMARY:

This position supports the work of the Parenting Resource Center, Inc. (PRC), a leading nonprofit committed to strengthening community through resources, services, and prevention education to promote healthy, safe lifestyles for families. The Youth Prevention Specialist is responsible for working with high school and middle school students, as well as facilitating the Students Taking A New Direction (STAND) groups. This role focuses on promoting healthy decision-making and preventing risky behaviors through education, engagement, and support. The Youth Specialist will collaborate with schools, community organizations, and other stakeholders to implement youth prevention programming that aligns with the PRC's mission.

The Youth Specialist carries significant responsibility for planning, facilitating, and evaluating youth-focused activities and initiatives, ensuring they align with community needs and prevention strategies. The Youth Specialist will serve as a positive role model for students and foster an environment of respect, learning, and collaboration.

ESSENTIAL FUNCTIONS:

An individual in this position must be able to successfully perform the essential duties while working a flexible schedule including nights and weekends and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Coordinates the work of the Students Taking A New Direction (STAND) and program activities, including training, coalition communication, data collection, and information dissemination.
2. Responsible and accountable to officials of the recipient organization for the proper conduct of the project, program, or activity
3. Creates a program with a participant-focused culture. The ideal applicant would model relationship-building skills in all programs and will foster a climate of innovation and resolve problems to ensure participant satisfaction
4. Develops and maintain collaborative relationships with community organizations and represents the organization and grant through community participation
5. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in a timely manner
6. Effectively communicates the mission, vision, and values of the Parenting Resource Center and the Drug-Free Communities Support Program to everyone who comes in contact with the organization and program
7. Takes attendance and minutes for APAC and STAND meetings
8. Promotes student engagement in school
9. Encourages student participation in Youth Leadership Academy (YLA)
10. Helps coordinate Sticker Shock and other deliverable events
11. Work Hours: 11:00 A.M. – 4:30 P.M., with nights and weekends as needed
12. Performs other duties as needed

PRC COMPETENCIES (TEAM LEADER):

Mission Advancement: Models and teaches the Parenting Resource Center values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; model's adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

STANDARD RESPONSIBILITIES OF ALL EMPLOYEES:

All employees are responsible for the following:

- Maintain the vision, mission and values of the Parenting Resource Center.
- Remain up-to-date regarding the various programs of the Parenting Resource Center.
- Remain up-to-date regarding agency policies and procedures and perform all functions in accordance with the Parenting Resource Center policies and procedures.
- Provide the highest quality of customer service consistent with the Parenting Resource Center's values and standards.

QUALIFICATIONS:

Minimum Qualifications:

1. Associate's degree with 1 year of experience working with youth or in prevention programming, or
2. Two years of experience in youth leadership, community organizing, or prevention programming.

Preferred Qualifications:

- Bachelor's degree in Youth Development, Social Work, Education, Public Health, or a related field.

LICENSE/CERTIFICATION REQUIRED:

1. Complete Substance Abuse Prevention Skills Training (SAPST) and Prevention Ethics to obtain Certified Prevention Professional (CPP) certification during the first year of employment and maintain certification in the remaining years of the grant.
2. The Program Director/Principal Investigator (PC/PI) must pass a state criminal background check and have a valid driver's license.
3. CPR, First Aid and AED certification upon hire or within 60 days of hire.

**All training or certification fees must be repaid to the PRC if the employee leaves employment within 12 calendar months of receiving that certification.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit, reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 plus pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, push, squat, sit, crouch, walk, kneel, twist, pull, reach with hands, sit, stand for an extended period of time, run, throw, swim, Climb ladders, walk, shovel snow, plow snow, have finger dexterity, grasp, talk, hear, have visual acuity, vocal projection and perform repetitive motions..
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.
- Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor environment and well-being of members.
- Must be capable of working under pressure in a somewhat disruptive environment.
- May be required to sit, stand, or maintain physical activity for extended periods of time.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- Ability to travel to meetings, trainings, and conferences.

BENEFITS:

Paid emergency sick and safe time