



Mitchell Yancey Substance Abuse Task Force Youth Program Specialist

Qualifications and Skills Required:

- Bachelor's degree in a human services discipline related to behavioral health, health and wellness, and/or working with youth, plus at least one year of experience working directly with middle and/or high school students; or Associate's Degree in a human services discipline related to behavioral health, health and wellness, and/or working with youth, plus at least three years of experience working directly with middle and/or high school students.
- Must have experience in or be highly motivated to learn about substance use prevention, and the principles of youth development and empowerment.
- Maintain professional knowledge and understanding of issues related and approaches to substance use prevention, community-based work, trauma and resilience, social determinants of health, and equity.
- Strong communication, interpersonal and team-building skills required, along with cultural sensitivity and an interest in working with administration, staff, volunteers, community partners, and the community at large.
- Comfort in public speaking and presentations to small and large groups of both students and adults.
- Ability to work under pressure and meet deadlines.
- Initiative and ability to work independently (such as on-site at schools).
- Carry out work with an approach that respects the dignity, agency, autonomy, experiences, and strengths of persons served.
- Proficiency in Word, Excel, Power Point, and social media platforms.
- Strong organization skills and attention to detail.

Additional Knowledge/Skills/Abilities Desired:

- Experience in the implementation of community- or school-based programs.
- Experience in teaching or training middle and high school students, and designing lessons/curriculum.
- Experience in youth substance use prevention.
- Experience in health, wellness, and physical fitness initiatives and practices.

Position Description:

The Youth Program Specialist works under the supervision of the Substance Misuse Program Manager and the Executive Director to achieve community objectives relating to substance misuse prevention and youth empowerment. The Youth Program Specialist must be motivated to work with youth, adults, school personnel, and other community partners. The Youth Program Specialist must have the ability to perform the functions of educator, role model, and coordinator of the group's activities, as well as be comfortable working on their own in the schools and other settings.

Specific Responsibilities Include but Are Not Limited to:

- Responsible for all aspects of the Appalachian Youth to Youth meetings, including collaborating with schools and administration; advertising meetings and recruiting members; communicating with students, parents, and school staff about meeting times and locations (virtual and/or in-person), group opportunities, and issues pertinent to the group's mission; facilitating meetings; securing parental permission for participation, and maintaining an up-to-date roster of active student members; creating lesson plans for each meeting (ensuring that meetings include team-building, educational or skill-based training, and the group has action plans to work on); and taking care of the logistics for either recreational activities or action-based prevention projects, including transportation, expenses, and communication with students, parents, and schools.
- In coordination with Substance Misuse Program Manager, seeking out and taking advantage of training opportunities that will help the Specialist become aware of background information and emerging issues on alcohol/drug misuse, prevention strategies, and ideas for projects the group may want to consider.
- Facilitating Appalachian Youth to Youth group planning around alcohol and other drug prevention initiatives, targeting not only youth peers but all ages across the entire community.
- Leading alcohol, tobacco and other drugs education with middle and high school health classes, at school assemblies, and more in coordination with Substance Misuse Program Manager.
- Provide substance use prevention education and awareness at community events and meetings, including attendance at Mitchell Yancey Substance Abuse Task Force meetings.
- Supporting Substance Misuse Program Manager and other staff with data recording and tracking, program reporting, note-taking, and other administrative tasks.
- Providing support to other PATH health programming, such as the Sizzlin' Summer Series, Toe River Racquetees Tennis Camp, and the Burnsville Fit Families 5K.
- Providing timely program reports, written articles, radio spots, and social media updates and outreach.
- Other duties as assigned.

Additional Information:

This position has the flexibility for limited remote work, but regular in-person, site-based work is a requirement. Hours are somewhat flexible - must be able to work after-school hours for Appalachian Youth to Youth and most (but not all) Saturday mornings during the summer. Training specific to the position will be provided. In addition to travel within Mitchell and Yancey Counties, this position also requires occasional travel within and outside of the state, and occasional evening, early morning meetings, and weekend work. Must be able to lift up to 30 pounds unassisted. Must be able to set up and clean up for activities and outreach events, including equipment such as tables, chairs, signs, water coolers, and getting equipment to and from storage areas. Must possess a valid driver's license with proof of liability insurance and favorable driving history. Must pass a drug screen and criminal background check prior to start of position. In accordance with the duty of PATH to provide and maintain a workplace that is free of known hazards and uphold public health best-practices, PATH requires all employees to be fully vaccinated for COVID-19 by the first day of employment. As defined by the Centers for Disease Control and Prevention, fully vaccinated at this time refers to the

completion of the primary series of COVID-19 vaccines. Accommodation may be made for medical or religious exemptions.

Compensation:

Compensation range is \$18-20 per hour – dependent on education and experience, 40 hours per week. Benefits include 12 paid holidays; 15 days of annual paid time off (accrued bi-weekly); mileage reimbursement; Simple IRA with 3% employer match (eligible after 12 months of employment); \$350 per month Espresa wellness reimbursement benefit; short-term and long-term disability; professional development opportunities; annual cost of living adjustments, and a family-friendly work environment. PATH is a certified living wage employer.

Please submit resume, cover letter, and contact information for three references to info@pathwnc.org.