

North Oakland Community Coalition

Youth Coordinator – Job Description

The Youth Coordinator will work directly with youth, their parents and with community sectors to assist with the development and implementation of substance free activities in keeping with the Community Prevention plans and the priorities directed by the North Oakland Community Coalition specifically. The Youth Coordinator reports directly to the Executive Director.

Responsibilities include:

- Facilitate youth and parent voices and presence in the Coalition and the broader community
- Coordinate and manage Youth Group and Parent meetings
- Schedule, plan and facilitate regular meetings as necessary
- Develop and facilitate Executive Leadership within the committees
- Ongoing youth recruiting at high school and in relevant community organizations
- Ongoing parent recruiting
- Promote meetings and events to schools and broader community
- Present 60-minute Life Skills classes in area elementary and middle schools
- Communicate with school leaders to promote the positive impact these classes have on students
- Establish new opportunities to share the Life Skills program throughout the community
- Develop and maintain relationships with schools, businesses, and other community sectors as needed on behalf of committees and coalition
- Plan, organize and oversee substance free youth activities (including but not limited to):
 - Large scale, school and community wide events
 - Summer events including day camps and youth conferences
 - Other events and activities that the committees or the Coalition initiates
- Plan, develop and/or facilitate youth leadership opportunities via local and national training
- Develop an annual calendar of activities
- Recruit and coordinate volunteers as needed
- Identify and solicit community sectors to co-sponsor activities
- Write follow-up reports and thank you letters
- Assist and work collaboratively with Coalition Staff and Board in the planning and development of Coalition events and programs as needed
- Assist with completing Coalition and/or Oakland County and/or other grant requirements as needed

The successful candidate will be a self-starter who is flexible, resourceful, dependable, well organized; able to work independently and as part of a small, tight-knit team. This candidate must also enjoy working with youth while remaining focused on program goals.

This position is for 20-30 hours a week, 50 weeks a year, \$15-\$17/hr. Some evening and weekend hours are required. Bachelor's degree preferred as well as familiarity with the Lake Orion and Oxford community schools.

Interested and qualified individuals can send their resume and cover letter to:
Tonya Hamilton, Executive Director at THamilton@noccmi.org or PO Box 361, Lake Orion, MI 48360. Resumes will be accepted through October 31, 2017. No phone calls, please.

Posted: TBD

