



JOB ANNOUNCEMENT
Center for Human Development
Friday Night Live Program
Program Coordinator
This is a full-time (40 hours per week) position.

Background:

The Center for Human Development is a community-based organization that offers a spectrum of services for at-risk youth, individuals, families, and communities in the Bay Area. Since 1972 we have provided wellness programs and support aimed at empowering people and promoting positive growth. Our dedicated staff and several hundred volunteers create and deliver programs and services addressing wellness, youth leadership, conflict resolution, parenting skills, and other challenges facing the community. Our volunteers work side-by-side with our staff to deliver quality programs in schools and community sites throughout Contra Costa as well as nearby counties. We are known for our innovative programs and are committed to improving the quality of life in our communities.

The Friday Night Live (FNL) program builds partnerships for positive and healthy youth development, which engages youth as active leaders and resources in their communities. Volunteer high school students work together to plan and implement environmental prevention projects in their schools and communities. These projects utilize strategies that seek to affect the prevalence and use of alcohol and other drugs. Prevention efforts focusing on the environment offer the opportunity to produce longer lasting reductions in use and abuse.

Job Description:

The FNL Program Coordinator assists in the implementation of the six high school groups for the Friday Night Live Program in Contra Costa. The groups typically meet in the afternoon and during lunch. The sites where the Program Coordinator will be working are Antioch High School (Antioch), Deer Valley High School (Antioch), John Swett High School (Crockett), Monte Vista High School (Danville), Richmond High School (Richmond) and Ygnacio Valley High School (Concord).

Principal Duties:

- Work with administration at school sites to recruit program participants;
- Implement and facilitate program activities with targeted schools in Contra Costa County;
- Provide resource and referral information to program participants;
- Maintain all data required for reporting purposes including program evaluations;
- Attend staff meetings and trainings as required;
- Work with Program Director to adapt and revise training materials as necessary;
- Other duties as assigned.

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Requirements:

A qualified candidate will demonstrate the following characteristics for successful performance in this position:

1. Associate degree in health, human services, or related field. Bachelor's degree preferred. Work or volunteer experience will be considered. Excellent position for an individual pursuing a degree in youth services, health education, psychology, or other related fields.
2. Experience in program delivery of youth services, preferably in a school setting;
3. Demonstrated skills in coordinating and facilitating programs and/or workshops;
4. Ability to recruit and motivate middle and high school-aged youth;
5. Knowledge of youth development principles;
6. Knowledge of alcohol and other drug prevention principles and practices;
7. Strong written and verbal communication skills;
8. Ability to work independently and as part of a team;
9. Ability to organize and set priorities;
10. Ability to adjust time to allow for some evening or weekend meetings;
11. Computer literate;
12. Valid California Driver's License and reliable transportation and evidence of insurance coverage.

Reports to:

Director of Youth Development and Training

Salary:

\$14.10 per hour. Benefits include medical, dental, 19 days of vacation, 8 holidays, and a retirement plan which are all pro-rated based on FTE. This is a non-exempt position, 40 hours per week beginning October 1. It is possible that this job could begin on September 13, 2010 at 20 hours per week. The job would then increase to full time on October 1.

Application Process:

Please submit a resume and cover letter that speak to why you are both interested and qualified for the job by Friday, August 20, 2010. If submitting via e-mail, please put *FNL Program Coordinator* in the subject line and submit all documents as attachments. Do not embed resume or cover letter in the email.

Center for Human Development
Attn: Director of Youth Development and Training
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Pleasant Hill, CA 94523
E-mail: emily@chd-prevention.org

People of Color and Bilingual Applicants Strongly Encouraged to Apply

CHD is an Equal Opportunity Employer and does not discriminate as to sex, sexual orientation, race, color, religious creed, marital status, national origin including language limitations, ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, gender identification, or Vietnam Era or special disabled veteran status. Smoke-free environment.