



**Burlington  
Partnership  
for a Healthy  
Community**

*Positively impacting the Burlington community by addressing  
the causes and consequences of substance abuse.*

PO Box 1353 • Burlington, VT • 05402  
(802) 652-0997 • [burlingtonpartnership.org](http://burlingtonpartnership.org)

## **Youth Program Coordinator**

### **Qualifications**

- Bachelor's Degree or comparable relevant experience
- Minimum of three years' experience working with youth in a professional setting
- Demonstrated ability to plan, organize, and implement community events/projects
- Excellent oral, written and presentation communication skills
- Adapts easily to and can communicate through a variety of technology, including social media
- A commitment to diversity; a personal approach that values individuals and respects differences of race, ethnicity, age, gender, gender identity, sexual orientation, religion, ability, and socio-economic circumstance, including the ability to work with diverse individuals within the organization and the broader community.
- Enthusiastic, empathetic, genuine

**Hours:** 40 hours per week

**Travel:** Local and statewide, may be asked to attend national trainings 1-2 times year.

**Starting Salary Range:** \$20 - \$22 per hour

**Supervised by:** Coalition Director

### **General Description of Duties and Responsibilities**

This position supports youth involved in prevention in Burlington middle and high schools to be leaders in reducing substance misuse and other risky behaviors in the community. The position is responsible for implementing the One Voice Youth Empowerment Model (OVYE). They are the primary contact for communication between the coalition and the Burlington School District and other youth serving organizations in the area. Responsible for ensuring fidelity to the OVYE model and to youth engagement in our work. Works primarily with adolescents involved in our youth prevention group at Burlington High School and Hunt and Edmunds middle schools, and serves as the link between our organization's high school and middle school prevention work. The job requires creativity, attention to detail, and ability to communicate, engage and collaborate with a wide variety of audiences and partners.

### **Youth Program Coordination:**

- Responsible for program design of the One Voice Youth Empowerment (OVYE) Model implementation in Burlington and ensuring fidelity to the model.
- Build community and partner support for OVYE model and youth substance use prevention work in Burlington
- Create and adapt OVYE Model alcohol and other drug education materials & activities for OVYE groups and supervise implementation of educational and skill building group work.
- Build relationships with area youth serving organizations to support youth and adult engagement in prevention activities from the populations they serve. Will be main point of contact for schools & youth serving organizations - responsible for managing coordination of youth prevention work with schools and Burlington youth serving organizations - to enhance the impact and efficiency of the coalition and youth focused activities.



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- Develop avenues to increase youth participation and leadership in community prevention initiatives. Engage kids from area schools. Facilitate written and oral communications aimed to motivate and inspire youth to take leadership roles in supporting prevention and wellness initiatives.
- Support Burlington schools and youth prevention groups to engage youth in school-based and community projects related to prevention, health promotion, and wellness.
- Create and enlist support for a shared school district, OVEYE and BPHC project & event calendar for each academic year. Help keep calendar updated and accurate.
- Oversee reporting and record keeping required in the Burlington School District contract or Memorandum of Understanding with BPHC and keep Coalition Director informed of successes and challenges.
- Serve in a support role for the BPHC Director to provide input for program and project development and capacity building.
- Ensure all student volunteer paperwork and waivers are up to date and relevant. Help maintain information about youth volunteers in BPHC volunteer database with volunteer contact information, skills and training.
- Design and facilitate youth volunteer appreciation methods.
- Provide oversight and support to BPHC youth staff and advisor position(s).
- Youth volunteer management and administration
- Communicate to community about our youth work and campaigns, including but may not be limited to: articles for local newspapers and school newsletters, write ups for school staff and other partners, social media promotion
- Organize, prepare for and facilitate youth prevention group meetings and activities.
- Collaborate with and support staff working on the Above the Influence campaign in Burlington.
- Ensure collection of appropriate data to evaluate and track data related to the One Voice Youth Empowerment Model participants and activities.

**Administrative:**

- Provide timely and appropriate data and information required for grant reporting and record keeping of project progress. Work with coalition members and staff to gather data for reports and ensure that proper records are maintained.
- Help with data collection requirements for evaluation and monitoring.

**Other:**

- Develop and maintain a working knowledge of significant developments, trends, and best practices in the field substance abuse prevention and attend relevant trainings.
- Other duties as directed by supervisor.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_