

## PROGRAM COORDINATOR - DRUG ABUSE PREVENTION COUNCIL

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision and within the general policy guidelines formulated by Drug Abuse Prevention Council members, (composed of members from the Towns of Bedford, Pound Ridge and Lewisboro), an incumbent of this class is responsible for the development and administration of all Drug Abuse Prevention Council program activities. This position involves considerable contact with community and school groups, interaction with school children, parents, school administrators, local officials and program resource personnel (speakers, panelists, medical professionals, etc.). Through the use of a newsletter and program presentations, the incumbent acts as a catalyst and facilitator in disseminating drug prevention awareness information. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Meets with members of the (tri-community) Drug Abuse Prevention Council and implements policies adopted by the Council;

Develops a variety of educational and awareness programs and/or activities relative to drug and alcohol abuse awareness and prevention including, but not limited to, guest speakers, panelists, skit presentations, films, reviews of current literature, etc.;

Assesses need and coordinates program activities with various community/school groups;

Researches and reviews books, periodicals and articles relating to substance/alcohol abuse and related topics;

Prepares articles for and edits a community newsletter;

Attends conferences, seminars and programs to keep informed on developments, trends and changing community needs;

Presents programs to students, school and community based organizations;

Receives calls and provides information on matters relating to drug/alcohol abuse recognition;

Prepares Drug Abuse Prevention Council budget and completes funding forms for the NYS Division of Substance Abuse;

May act as a referral resource for individuals seeking treatment facilities;

Uses computer applications such as spreadsheets, word processing, email, calendar and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the characteristics, problems, and needs of drug/alcohol abusers; good knowledge of the literature and resources available to develop local awareness/abuse prevention programming; good knowledge of local community interests and needs; ability to plan, organize, implement, coordinate and evaluate programs to meet the needs of the community; ability to establish and maintain effective working relationships with individuals, school and/or community based organizations and agencies; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and data software; ability to communicate effectively both orally and in writing; ability to work independently; good judgement; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) an Associate's Degree\* in Education, Social Work, Psychology, Sociology or Human Services or related field and three (3) years of experience in the planning, development or implementation of drug/alcohol awareness/prevention programming; or (b) a Bachelor's Degree\* in Education, Social Work, Psychology, Sociology, Human Services or related field and one (1) year of experience as described in (a) above; or (c) a Master's Degree\* in Education, Social Work, Psychology, Sociology or Human Services or related field.

SUBSTITUTION: Relevant volunteer service that has been quantified and verified may be substituted for experience requirements on a month for month basis at the rate of 140 volunteer service hours per month.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.