



Job Description

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| Job Title | Youth Leadership and Prevention Coordinator | Department | Prevention, Training, and Education |
| FLSA Status | Non-exempt | Reports to | Prevention, Training & Education Manager |
| Classification | Full-time | Revision Date | 6/20/17 |

Job Summary: The Youth Leadership and Prevention Coordinator plans and implements programming throughout Dane County that engages young men as a primary prevention strategy. The position works with schools and other community partners to plan and co-facilitate MENS (Men Encouraging Nonviolent Strength) clubs and a Youth Leadership Group. The MENS and other prevention programming at DAIS focuses on social change and community building to address the root causes of gender-based violence including dating, sexual and intimate partner violence (IPV) to help create a community where no one is a victim or perpetrator of IPV.

Supervises: 10-12 Youth Leaders (LTE employees)

Qualifications

- A four-year college or university degree is preferred though relevant work experience may be considered in lieu of a degree.
- A minimum of one year of experience in group facilitation with youth required.
- A minimum of one year of supervision or mentoring experience required.
- Experience with youth development programming required.
- Knowledge of primary prevention strategies required.
- Experience in program planning and inter-agency collaborations required.
- Effective public speaking skills preferred.
- Expertise in domestic violence issues preferred.
- Experience utilizing multi-media presentation tools preferred.
- Excellent oral and written communication skills preferred.
- Bilingual (Spanish/English) preferred.

Competencies

- **Training & Presenting Information:** Formally delivers information to groups
- **Communication:** Clearly conveys and receives information and ideas through a variety of media in a manner that engages the listener or recipient, helps them to understand and retain the message, and invites responses and feedback. Keeps others informed as appropriate. Demonstrates good written, oral, and listening skills.
- **Advocating Causes:** Influences others to act in support of ideas, programs, or causes.
- **Leading and Living DAIS Vision and Values:** Keeps the DAIS vision and values at the forefront of decision making and actions.
- **Self-Awareness:** Maintains a clear perception of personal strengths, weaknesses, thoughts, beliefs, motivation, and emotions to enable understanding of other people and their perceptions.
- **Commitment to Quality Service:** Builds and maintains client/community satisfaction with services offered by the organization.
- **Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity.
- **Professionalism & Personal Boundaries:** Conducts oneself within appropriate and expected professional boundaries and policies.
- **Confidentiality, Integrity, Ethics and Trust:** Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.

Duties and Responsibilities

Prevention

- Utilizing a public health model and in collaboration with school and community partners, coordinates and develops community-based primary prevention programming targeted at the prevention of dating, domestic and sexual violence.
- In partnership with school and community partners, manages and facilitates MENS groups with youth who identify as male.
- Coordinates all aspects of a Youth Leadership Group including but not limited to the recruitment and supervision of youth leaders, program planning, logistics, meeting facilitation, coaching on action projects, and evaluation.
- Maintains partnerships with key community stakeholders who partner with DAIS to implement MENS and the Youth Leadership Group.
- Works in partnership with End Domestic Abuse Wisconsin on adherence to grant requirements and other related matters

- Attends community meetings to coordinate prevention activities as relevant.

Statistical Reporting

- Assists with the development of prevention programming evaluation strategy.
- Maintains database for tracking prevention data.
- Tracks performance outcomes for program evaluation and grant reporting purposes.

General Responsibilities

- Maintains agency forms as required.
- Adheres to agency policies and work rules, including confidentiality and code of ethics.
- Meets regularly with the Prevention, Training and Education Manager for supervision and consultation.
- Participates in agency staff meetings and other team meetings as required.
- Attends trainings and continuing education activities as assigned.
- Provides cross-departmental and/or cross-functional support and services as needed or requested to ensure organizational needs are met; participates in related cross-training to ensure consistency and continuity of services and tasks.
- Performs other duties as assigned.

Work Environment and Physical Demands

- Work is primarily performed in an office setting and routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.
- Work is regularly performed out of the office and within the community, and includes driving to and from presentations, meetings and events.
- Occasionally requires the ability to sit or stand for extended periods of time, and to move about and position self efficiently.
- Work requires the ability to concentrate and remain focused in a vibrant and collaborative shared work environment.
- Requires the ability to adjust vision and focus to review documents and spreadsheets.
- Occasionally requires the ability to move or transport supplies or equipment weighing up to 20 pounds unassisted, while ascending or descending stairs

Other Requirements

- Complete DAIS New Advocate Training program.
- Satisfactory Criminal Background Check.
- Valid driver's license, proof of vehicle insurance & access to a car during work hours.
- Obtain or maintain account with a financial institution for direct deposit of pay checks.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understandings of the requirements, functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____ Date: _____