

JEDC STAR Program AmeriCorps Service Position Description



Host Site: National Council on Alcoholism and Drug Dependence (NCADD)

Website: <http://www.ncaddjuneau.org/>

Position Title: Youth Wellness and Retreat Coordinator

Work Schedule: 8 AM – 5 PM with occasional evening and weekend hours expected

Education Level: College graduate or higher

Age Requirement: 21 years or older

Program Locations: Juneau

General Description: Our mission is to provide education, information, help and hope in the fight against alcoholism and other drug addictions. NCADD Juneau's goals include: providing information and consultation to all who are involved with the problems of chemical abuse and addictions, promoting the common interest in preventing and treating chemical abuse and addictions, cooperating and collaborating with agencies interested in community health and welfare, promoting education on drug and alcohol issues through all available media, eradicating the stigma associated with alcoholism and other addictions.

Member Duties:

- Deliver healthy futures education and build group facilitation and event planning skills by conducting 5-6 life-skill building retreats for at-risk high school students,
- Deliver healthy futures education to elementary age children by recruiting, training, and supporting high school students to be peer leaders who will make "Teens Again Tabaco Use" presentations in elementary schools
- Deliver health education information by coordinating activities/community events and campaigns in Juneau like Kick Butts Day, Alcohol Awareness Month, etc)
- Provide information and referrals on prevention and treatment at health fairs
- Provide health education information via online tools like Facebook and the NCADD website
- Monitor support for youth by inputting data into electronic health records
- Coordinate community support services for patients and parents and document services in electronic health records
- Gather feedback on NCADD programs by holding focus groups with Juneau youth
- Adhere to the rules, regulations, and code of conduct as specified in the Member Service Agreement
- Will not engage in any AmeriCorps' Prohibited Activities as listed in the member Service Agreement

Program Benefits: education award upon successful completion of service

Terms: None

Service Areas: Education, Health, Community Outreach, Community and Economic Development, Children/Youth

Skills: Computers/Technology, Community Organization, Teamwork, Recruitment, Public Health, Writing/Editing, Leadership, Counseling, Public Speaking, Conflict Resolution, Teaching/Tutoring, Youth Development