

## Hancock Resource Center

Position Title: **Hancock Youth Leadership Academy (HYLA)/ Youth Coordinator**

Reports to: Program Director

Bachelor's Degree in Counseling, Social Work, Nursing, Education or related community development field. Requirement may be waived with extensive experience. 2. Experience in community education and outreach. Must be able to pass background check and subject to drug testing. Must have vehicle and be able to drive. A previous HYLA graduate is preferred.

Skills and Knowledge:

- Excited, energetic, and able to connect with youth.
- Leadership skills and experience.
- Competency in in computer technology including, but not limited to Microsoft Word, Excel, Power Point, Office, web-based applications and email.
- Effective communication skills, attention to detail and organizational, and time management skills.
- Public Speaking required.
- Must be able to communicate through social media.

This is a part-time position (18-20 hours a week that may be combined with Community Outreach for a full-time position). Salary starts at \$17 per hour but is negotiable based on experience.

Description of Duties:

1. Hancock Youth Leadership Academy (HYLA)-Manages application and selection process for junior and high school programs.
2. HYLA-Plans and implements sessions for junior and high school programs.
3. HYLA-Manages fundraising and sponsorships for HYLA.
4. Create and implement a Youth Service Plan annually that includes developing relationships with schools, managing the Hancock Youth for Positive Efforts program and activities, and providing training resources for schools as indicated. Manage signature events such as Adulthood Day.
5. Plan and organize Core Measure Data Collection at least every two years with grades 6-12. Collect any necessary data and prepare reports within the required timeframe.
6. HYRE- work with the Executive Director to develop program, recruit mentors, train mentors, and manage the program.
7. Plan a minimum of 2 community-wide outreach events annually to assess community needs and further the objective of addressing substance abuse in young people.
8. Develop and foster collaboration with community partners to identify resources and services needed according to the community action plan. Work with community organizations and other stakeholders to market and promote programs;