

## Position Description

Position Title: Ambassador to Local Condition

### General Description:

To lead the development and implementation of strategies related to a local condition that contributes to underage drinking.

### Essential Functions:

Work with the Implementation Committee and Youth Board to develop strategies related to one of the following local condition:

- 1) Retailers selling to minors
- 2) Adults allow underage drinking in their home.
- 3) Adults believe they can provide a safe environment for youth to drink
- 4) Adults not willing to report underage drinking.

Present strategies to Board of Directors for approval.

Oversee implementation of strategies.

### Supervision:

Drug Free Youth Coalition Project Director – weekly if needed

### Length of Appointment:

One year

### Time Commitment:

10 Hours per month

### Knowledge, Abilities, and Skills

1. Knowledge of Strategic Prevention Framework
2. Knowledge of the community
3. Ability to engage coalition members
4. Ability to complete a strategic plan
5. Ability to facilitate meetings
6. Skills in written, oral and computer communications

## Position Description

Position Title: Youth Council Chair

### General Description:

Youth Board will be responsible for coordinating youth-led prevention efforts in the county and advising the Board of Directors on logic behind youth substance use.

### Essential Functions:

The Youth Council Chair sets the agenda and facilitates all meetings in a timely, orderly manner, writes and distributes meeting minutes and attendances. Oversee and advise the operations of the Youth Ambassadors to each school district. Work with School Ambassadors to recruit and select Youth Ambassadors for each school district. Work with Implementation Committee to develop and implement strategies for local conditions that will engage youth. Serve as an Ex-Officio member of the Board of Directors and assist with Quarterly Coalition Meetings.

### Supervision:

Drug Free Youth Coalition Project Director – weekly if needed

### Length of Appointment:

One year

### Time Commitment:

10 Hours per week

Attend trainings as needed

### Knowledge, Abilities, and Skills

1. Knowledge of Strategic Prevention Framework
2. Knowledge of the community
3. Ability to engage youth
4. Ability to complete a strategic plan
5. Ability to facilitate meetings
6. Skills in written, oral and computer communications

## Position Description

Position Title: Implementation Committee Chair

### General Description:

Implementation Committee is responsible for ensuring the implementation of the Drug Free Youth coalition's Strategic and Action Plan that drives prevention activities in the community.

### Essential Functions:

The Implementation Committee Chair sets the agenda and facilitates all meetings in a timely, orderly manner, writes and distributes meeting minutes. Oversee and advise the operations of the Ambassadors to Local Conditions. Recruits and selects Ambassadors. Serve as an Ex-Officio member of the Board of Directors. Work with Youth Council to develop strategies for each local condition that will engage youth.

### Supervision:

Drug Free Youth Coalition Project Director – weekly if needed

### Length of Appointment:

One year

### Time Commitment:

10 Hours per week

### Knowledge, Abilities, and Skills

1. Knowledge of Strategic Prevention Framework
2. Knowledge of the community
3. Ability to engage coalition members
4. Ability to complete a strategic plan
5. Ability to facilitate meetings
6. Skills in written, oral and computer communications