

POLICE ACTIVITIES LEAGUE JOB ANNOUNCEMENT



Position: PROGRAM COORDINATOR

Opens: Friday, October 9, 2009

Closes: Monday, October 19, 2009

Class: Community Programs Liaison

Reports To: DFC Project Manager

Status: Exempt

Salary: \$13 - \$16 per hour

Hours: Part time position will work weeknights and at least one weekend day with (potential) split days off.

Benefits: .75% paid medical, with retirement match, .5FTE paid vacation/sick

Description Abstract:

Four-year Sober Truth on Preventing Underage Drinking (STOP) Act grant funded position. Person will work in community setting with diverse populations of adults and youth to reduce substance abuse and increase community collaborations. As a part of a Greater Gresham Area Prevention Partnership Drug Free Communities coalition, this position will work to cohesively link parent programs and Peer Court services directly to larger coalition structure. Hours will vary, with evening and weekend work (primarily Saturday) hours. Requires a four-year college degree (or equivalent work/education & life experience) and bi-lingual (Spanish/English) with the ability to translate materials, and read and speak fluently in both languages. Will be required to pass a background & criminal history check.

Provides all support, coordination and community liaison leadership to Peer Court and parent support program efforts including; all student and adult volunteer recruitment, training, placement and evaluation. Direct supervision of university interns on site, presentations, outreach activities and materials, data base management. Requires the complete management of supplies; inventories, allocations and equipment distribution. Assistance with GGAPP DFC resource development, community partnerships and leadership teams for programs.

Send resume and short letter of interest to: SBennett@portlandpolice.org

For complete job Description go to www.ggapp.org and click on Get Involved – See special announcement

JOB DESCRIPTION

Position: PEER COURT COORDINATOR

Class: Community Programs Liaison

Reports To: DFC Project Manager

Status: Exempt

JOB SUMMARY:

The Peer Court Coordinator provides all support, coordination and community liaison leadership to Peer Court and parent support program efforts including; all student and adult volunteer recruitment, training, placement and evaluation. Direct supervision of university interns on site, presentations, outreach activities and materials, data base management. Requires the complete management of supplies; inventories, allocations and equipment distribution. Assistance with GGAPP DFC resource development, community partnerships and leadership teams for programs.

ESSENTIAL FUNCTIONS and POSITION DELIVERABLES:

PLANNING & COORDINATION

1. Provide leadership and support for the development and implementation of the court, maximizing available resources in a manner which is consistent with the GGAPP mission and substance abuse reduction strategies.
2. Understand history & programs of national and local youth courts and facilitate annual evaluation process of programs.
3. Coordinate the written establishment of program goals and objectives.
4. Coordinate programs must be compatibility with GGAPP mission and goals, cohesiveness with strategic plan and/or the annual needs assessment.
5. Implement applicable annual evaluation processes for programs and maintain records for reporting.
6. Design diverse programs utilizing GGAPP coalition resources and community partnerships effectively serving each age group; individuals, small groups or large groups, address developmental needs, interests and characteristics of members.
7. Insure that seasonal trainings are planned and reviewed with GGAPP staff and involve input by members, parents and the community.
8. Coordinate partnerships with other youth service agencies and professionals, schools and parents to aid program development and problem solving.

9. Other required seasonal or annual program evaluations are conducted as required by any granting agencies and as assigned.
10. Results are communicated to GGAPP staff, the Parent Program Advisory Committee, Executive Director and PAL Board of Directors
11. Budget development, tracking and reporting as required for grants and/ or regular PAL programs.

COALITION PEER COURT & PARENT ADVISORY COMMITTEES

1. Work directly with the GGAPP PROJECT MANAGER, GGAPP Coalition Members, and members of the Programs Advisory Committee in the roles of advocacy, guidance and program development.
2. Assist with recruitment and active membership and participation on the Advisory Committee.
3. Coordinate approach with the Parent and Youth Advisory Committees leadership to ensure programming efforts are balanced relative to timing, types of programs and resources dedicated.
4. Convene four meetings per year, early with the Peer Court Advisory Committee.
5. Written agendas and meeting summaries for each meeting are prepared and distributed to members, along with meeting notices and development plans with a copy sent to the PAL main office.
6. Provide committee / board with quarterly updates on programs; see staff report format
7. Provide programs committee with opportunities to attend activities through email communications; games schedules, activity times etc.
8. The staff and programs committee chair (or a designee) regularly attends GGAPP and larger PAL Board meetings, to ensure communications and ongoing successful programs development.

VOLUNTEER & INTERN PROGRAM DEVELOPMENT

1. Responsibility for overall administration of the GGAPP Peer Court Volunteer and Intern programs
2. Maintaining master volunteer files for all volunteers and interns.
3. Facilitate communication between GGAPP Peer Court and volunteers.
4. Monitor and implement standard operating procedures for the Volunteer program.
5. Update and maintain appropriate job descriptions and performance standards for all Volunteer and intern positions.
6. Ensure adherence to GGAPP / PAL personnel policies and procedures and provide leadership and direction toward individual and team intern needs in carrying out the mission, goals and objectives.
7. Ensure that volunteer job openings are appropriately posted and advertised, for proper recruitment.
8. Monitor placement of volunteers and interns and implements tracking system to monitor hours.
9. Supports and assists with supervision and provides guidance and feedback utilizing job descriptions.
10. Develop performance standards and positive recognition tools for volunteer development.
11. Supports and participates in volunteer recognition efforts.
12. Develop and provides program specific training for volunteers and interns as needed.
13. Strategize with the project manager and appropriate coalition members to develop a recruitment plan that continually engages law enforcement volunteers for all programs.
14. Manages all contacts for interns and assists with documentation of educational requirements.

COMMUNITY PUBLIC RELATIONS & COMMUNICATIONS

1. Represents GGAPP Peer Court as the primary link between PAL and educational Institutions and other designated community partners.
2. Acts as primary link on programs with all media contacts in the absence or direction of the GGAPP project manager.
3. Works to design specific public outreach presentations for key audiences using PowerPoint and other media.
4. Utilizes appropriate print; brochures, fliers and letters.
5. Adheres to the organization's procedures and high professional standards; correct spelling, layout, design and 'look' in all efforts related to written and oral communications within the community.
6. Actively works toward positive inter-personal relations and information flow within GGAPP.
7. Attends all regularly scheduled staff meetings for full GGAPP/ PAL staff
8. Prepares presentations on Peer Court programs and services for community outreach efforts.
9. Encourages staff networking with other youth-serving programs and team program development
10. Writes and composes flyers, letter and newsletter information as required for programs outreach.
11. Discusses confrontations and differences between associates and staff in a timely manner with the Executive Director in seeking guidance and resolution.
12. Provides resources and materials for programs to staff to serve as the basis for planning programs and activities

PROGRAM BUDGET MANAGEMENT

1. Assist the project manager with annual budget management, provide tracking and ensure adherence to all Federal fiscal management standards.
2. Develop program budget, manage tracking and reporting.
3. Support other budget areas for GGAPP organization annual budget by following PAL operational procedures and working with the Executive Director to ensure its annual approval by the Executive Board at a Spring Board meeting.
4. Program budgets are managed on a monthly basis, following program plans as developed and keeping with all financial operations procedures.
5. Tracking of all contributions and expenditures.
6. Budget modifications are developed and approved using appropriate financial procedures.
7. Revenues are receipted promptly and according to financial procedures, ensuring proper security of cash at all times.

RESOURCE DEVELOPMENT SUPPORT

1. Link volunteers to development programs to integrate a solid corporate and community volunteer program which supports accessing corporate and civic funds.
2. Assist the with annual efforts to secure funding, services and other donations from in and around Multnomah County as required by the current budget and as necessary to ensure sound, productive programs.
3. Review and understand support needs as outlined in annual development plan for special events, grants data and/or other. This should include calendared dates, requirements and to-do lists.
4. Provide a complete list of items needed for programs to development staff for donation opportunities.

5. Correspondence to be sent to donors is provided to development coordinator in a timely manner with adequate records and files established in accordance with administrative procedures.

RELATIONSHIPS

Internal: Communicates clearly with the Project Manager and Executive Director on a regular basis regarding all contacts, correspondence and community relations. Maintains positive supportive relationships with all GGAPP and PAL staff providing assistance in matters of programs and supplies as needed. Interacts regularly with the Coalition members and committees; providing service, staff support and communications as assigned by the Project Manager and/ or Executive Director.

External: Acts as a key community liaison for GGAPP the parent programs and the Peer Court; providing friendly, welcoming and inclusive community relations. Manages all contacts professionally; external community groups, Police Depts. and civic organizations as a key collaborator. Organizes activities in such a way as to include and recruit new volunteers, effectively utilize the talents and energy of staff and interns as well as engage board members whenever possible.

MINIMUM QUALIFICATIONS

- College degree (or 5+ years of experience in the non-profit field).
- Bi-lingual Spanish - English [Fluent speaker, reader, writer]
- Must be a quick learner and be able to work independently. Grant writing experience a plus.
- Ability to multi-task and use effective organization and time management skills.
- Must have good computer skills, including knowledge of Microsoft Word and ability to learn and implement various database programs.
- Personal qualities include lots of energy, flexible, excellent communicator.
- Ability to make effective, concise and compelling presentations to diverse audiences.
- Ability to work with and supervise volunteers.
- Knowledge of recreational, athletic and enrichment programming for youth.
- Knowledge of principles and practices of basic budgeting.
- Ability to working effectively with diverse community partners.

