



American Fork

Job Description

Title: Coordinator- Communities that Care Program	Class: Non-exempt
Dept/Division: Police/Administration	Pay Range: \$17.47 – 26.17 hr
Status: Full-time	Last Revised: 02/2019

GENERAL PURPOSE

Plans, organizes, and builds community support for the American Fork City Communities That Care (“CTC”) program, which promotes and develops the concept of prevention science in the City. This is a highly visible leadership position in the community, and the Coordinator interacts with key community leaders, agencies, a volunteer base, and other stakeholders to facilitate program goals and objectives. Works with the CTC Key Leader Board to establish priorities, long-range plans, and other technical aspects of program operation, supervises volunteers, and performs various administrative duties in support of the program.

SUPERVISION RECEIVED

Works under the supervision of the Chief of Police.

SUPERVISION EXERCISED

Supervises volunteers and other independent contractors to ensure programs are effectively executed, that program quality standards are maintained, and to ensure City liability is minimized.

ESSENTIAL FUNCTIONS

Serves as the front line representative for the American Fork City *Communities That Care* program and builds cooperative relationships with community leaders, agencies, volunteers, and other stakeholders. Traveling throughout the City is a requirement of the job. This may include: meeting with local officials, school district leaders, and others to promote City-wide buy-in for the CTC program; giving public and other group presentations; preparing and releasing survey information to the community; preparing technical materials for presentation to groups; coordinating and communicating with volunteers; and facilitating and promoting the CTC agenda so the entire county/state can be involved in the CTC operating framework.

Recruits, orients, and works with the American Fork City CTC Key Leaders Board and CTC Community Board. Develops cooperative relationships between Board members and ensures continual focus on program goals and objectives. Facilitates the development of short- and long-term program goals and objectives and ensures resources are allocated to meet such goals and objectives. This may include: writing and updating an annual CTC Action Plan; organizing, carrying out, evaluating, and changing various programs in support of the CTC goals and objectives; and arranging for trainings and technical assistance when needed for existing programs, facilitators, or to enhance program operations.

Promotes the pro-social recognition of youth by adults by generating and facilitating recognition efforts, programs, and education.

Performs various duties necessary to oversee management of CTC programs, which may include: conducting cost analysis, obtaining funding through various sources such as fund raising, grants, or other community support; overseeing marketing and advertising of programs to obtain optimal participation levels; recommending, implementing, and enforcing policies, procedures, and rules relating to CTC programs; evaluating program needs and determining which evidence-based programs will be most likely to meet the immediate needs of the priority risk and depressed protective factors in the community; recommending and implementing management plans as needed to improve services; recommending and implementing controls necessary to minimize risk and liability; resolving issues and problems related to the CTC program; responding to and investigating public complaints stemming from the CTC program; following through to resolve problems and maintain a positive public image; evaluating material needs including supplies, parts, facilities, and equipment; ensuring needed supplies, equipment, and materials are available for programs; and answering routine and non-routine questions.

Provides direct supervision to volunteers, which may include: planning and coordinating routine, special, or unique work assignments for volunteers; orienting, instructing, and training volunteers; maintaining safety compliance and enforcing safety rules, regulations, and procedures; playing a role in the volunteer recruiting and termination process; making volunteer recruiting and termination recommendations; and hearing, investigating, and addressing volunteer concerns.

Performs various administrative tasks, which may include: generating written correspondence of a routine and technical nature; preparing statistical reports; utilizing email, Internet, Office software programs, and desktop publishing software; utilizing various computer hardware such as laptop computers and projectors; making copies; distributing supplies and materials; and maintaining records.

Serves as an adult role model for American Fork City youth and families and develops mentoring relationships.

Supports the mission, values, and vision of American Fork City.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a college or university with a bachelor's degree in Communications, Education, Public Relations, Social Services, or related field;

AND

B. sufficient experience to demonstrate ability and to develop and oversee all aspects of CTC program, including technical aspects of public relations, risk analysis, and statistical reporting;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

TECHNICAL – Considerable knowledge of program development, administration and oversight; knowledge of finance administration including grant writing, acquisition, and management; knowledge of community risk factors, and prevention and supervision mechanisms; knowledge in youth social studies; general knowledge of office administrative procedures. Needs intermediate skills in Word, Excel, Powerpoint, etc.

COMMUNICATION – Ability to effectively speak in public. Ability to communicate positively and effectively in oral, written, and graphic form.

INTERPERSONAL – Must demonstrate positive, outgoing, and energetic demeanor. Considerable ability to build and maintain cooperative relationships. Must possess the ability to establish strong and cooperative working relationships with the public, partners, and program participants.

ADMINISTRATIVE – Posses the ability to organize and prepare work under general guidance and direction; ability to work under pressure caused by scheduling and conflicting agendas; considerable ability to build and maintain cooperative relationships; ability to portray a positive demeanor and reputation of being “firm but fair”. Ability to plan, organize, and carry out duties assigned.

3. Special Qualifications:

Must possess a valid Utah driver's license and pass a comprehensive background investigation.

4. Work Environment:

Primarily performs duties in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Duties involve repetitive motions associated with routine data input and sitting in one workstation for long periods. Considerable exposure to stress associated with high level of personal accountability, high impact decision-making, regular public contacts, and conflict management. Duties will include some evening work. Periodic travel required in normal course of job performance.