

**TITLE:** LATE NIGHT PROGRAM COORDINATOR

- QUALIFICATIONS:**
1. Bachelor's degree in Recreation, Human Services or related field preferred.
  2. Experience in organizing and supervising youth activities.
  3. Strong interpersonal communication skills and the ability to work with diverse youth populations.

**REPORTS TO:** Safe & Drug Free Schools Coordinator

**JOB GOAL:** Assist in community wide youth substance abuse and violence prevention efforts by working collaboratively with junior and senior high school youth to plan and organize regular Friday night youth activities during the school year.

**RESPONSIBILITIES:**

- 1.0 Organize the Late Night Program Advisory Board (youth and adults) and facilitate the weekly Late Night Program Advisory Board meetings.
- 2.0 Work with Advisory Board members to plan and implement the schedule of Insomnia Outbreak Friday night activities. Activities should be held at least twice per month.
- 3.0 Work with SDFS Coordinator and other Idaho Drug Free Youth adult advisors to ensure that all Advisory Board youth members maintain their Idaho Drug Free Youth membership status.
- 4.0 Work with school district personnel and other community personnel to arrange for facilities, supplies and adult chaperones for Late Night Events.
- 5.0 Supervise the youth advisory board, adult volunteers and participating youth during the Friday late night events or related activities.
- 6.0 Work with the SDFS Coordinator to provide training and education for youth staff on the Advisory Board, focusing on one or more of the following topics: event planning and supervision, conflict mediation and resolution, team building or other topics as they become relevant.
- 7.0 Work with the SDFS Coordinator to develop and revise written program procedures and protocols.
- 8.0 Assist with lunchtime supervision at MJHS at least one day per week for the purpose of getting to know students who will be participating in the Late Night activities as youth staff or participants.
- 9.0 Other duties as assigned.

10.0 TERMS OF EMPLOYMENT

- 10.1 This is an at-will position and can be terminated at any time, for any reason, by either the employee or the employer.
- 10.2 Salary, benefits, and work schedule arranged in accordance with Moscow School District personnel policies.
- 10.3 Performance of this job will be evaluated in accordance with Moscow School District personnel policies.

The Moscow School District does not discriminate on the basis of race, color, national origin, religion, sex, age or disability in connection with employment. The Moscow School District complies with the Americans with Disabilities Act (ADA) which prohibits discrimination against individuals with disabilities in recruitment, pre-employment screening, hiring, promotions, layoffs, termination, and any other term, condition, or privilege of employment.

Approved by:     The Board of Trustees     Date:     2/23/99    

**REVISED/APPROVED by the Board of Trustees: 5/22/01**