

**UpValley Family Centers**  
**Youth Program Coordinator, CLARO**



**Employment Type:** 1 FTE (40 hours/week); Non-exempt

**Salary Range:** \$22.68/hour - \$34/hour

Actual pay within range will be contingent on several factors, including but not limited to the candidate's qualifications, education, experience, internal equity, and alignment with market data.

**Benefits:** Medical, dental, vision, 401k plan, paid sick leave, vacation, holidays

The **Youth Program Coordinator** supports the well-being of youth through individual and group services and coordination of prevention activities. The Coordinator leads a weekly mentoring group called CLARO (Challenging Latinos to Access Resources and Opportunities) for adolescent boys in middle and high school, and works in alignment with the Youth Program Coordinator for CLARA (adolescent girls). The Coordinator facilitates referrals to services for students and families, provides parent education, and conducts community education activities to prevent youth drug and alcohol use. The Program Coordinator works with colleagues to convene a broad-based coalition of stakeholders called the UpValley Partnership for Youth to execute on collaborative goals. The Coalition uses the collaborative strength of parents, youth, and community members to address, prevent, and combat problems relating to youth alcohol and marijuana use. The Youth Program Coordinator reports to the Education Manager.

**About [UpValley Family Centers](#):** We provide prevention services to strengthen children, adults, and families. We operate family resource centers in Calistoga and St. Helena, serving over 4,000 individuals annually in our rural communities. Our mission is to provide guidance, support and resources in the community, in the home, and for the individual, so that everyone can achieve a better life.

**Responsibilities:**

**CLAR@ PROGRAM**

- Lead the CLAR@ program for adolescent boys in Calistoga and St. Helena at the middle and high school levels, using the CLAR@ curriculum. Prepare activities, plan and implement weekly groups during the school year. Plan and implement summer programs to maintain youth engagement.
- Conduct marketing and outreach for CLAR@ program youth along with the CLARA girls Program Coordinator; develop positive relationships with youth; keep youth engaged consistently in the program.
- Run weekly mentoring groups during the school year - each group consisting of 5- 15 students. Plan and lead discussions and activities on various topics (i.e. culture, Latino/a heritage, healthy relationships) to strengthen connections, promote positive self-identity, build communication and decision-making skills, and foster well-being.
- Plan and lead occasional field trips and educational outings for CLAR@ participants.
- Plan and facilitate community service or leadership opportunities for CLAR@ participants.
- Work with community partners and UVFC staff to bring in guest speakers to the CLAR@ program throughout the school year.

- Work closely with school administrators, counselors and other staff to coordinate group meeting times and locations, and to ensure program success.
- Manage, evaluate, and report on the success of the program by tracking individuals' participation and their success in school and outside activities
- Coordinate with other staff and colleagues, including supervising clinician and evaluator on a regular basis for networking, program planning and support.
- Coordinate counseling and other necessary referrals for students/families, assisting families with systems navigation when necessary.
- Conduct family outreach; implement parent education (Triple-P), MediCal/health outreach, and special events.
- Conduct parent events for the CLARO/CLARA program at least twice a year.
- Make presentations about the program to engage participants or inform the community. Participate in community events or outreach fairs.

### **UPVALLEY PARTNERSHIP FOR YOUTH COALITION**

- Coordinate and provide staff support for meetings of the UpValley Partnership for Youth Coalition and its subcommittees. Develop agendas, coordinate meeting arrangements, and send email communications, minutes, and meeting follow-ups.
- Communicate the vision of the UpValley Partnership for Youth, its policies, funding requirements and collaborative activities as needed within the community. Act as an ambassador for substance abuse prevention. Make presentations to the community.
- Build and sustain diverse Coalition member involvement and participation. Coordinate training for Coalition members to support their leadership capacity.
- Increase community awareness of youth substance use and how to prevent it, through public awareness campaigns in English and Spanish. Develop promotional materials. Manage the Coalition's social media pages and internet presence.
- Provide education to parents and other community members on youth substance use and prevention practices. Refer parents to intervention services as necessary, including Triple P (positive parenting program), treatment services, etc.
- Coordinate with local programs to support Coalition goals, such as youth diversion, school resource officer programming, mental health, substance use partners, etc.
- Coordinate youth and parent-led efforts to address environmental risk factors.
- Monitor achievement of Strategic Prevention Plan goals and objectives. Support Coalition members in executing education and outreach action plans.
- Work with evaluation consultants and Napa County Office of Education on program evaluation. Provide funders with data/reports in a timely manner.
- Coordinate the Friday Night Live UpValley chapter for high school students.
- Work with Napa County Office of Education on Tobacco Use Prevention Education (TUPE) activities for youth.
- Work with UpValley Family Centers' development team to build the long-term sustainability of the UpValley Partnership for Youth.

## **Qualifications**

- Bachelor's Degree or equivalent years of experience in public health, education, youth development, or a related field is required.
- Understanding of public health approaches to prevention of youth substance use and unique challenges youth face in Napa Valley.
- Experience with group processes and collaboration is highly desirable.
- Ability to relate with teens in school and community settings.
- Experience with media campaigns, social norm marketing and community education campaigns reaching diverse communities and audiences.
- Knowledge of Strategic Prevention Framework planning process, California Healthy Kids Survey data, and interest in expanding knowledge in these areas.
- Ability to coordinate/collaborate across community sectors including policymakers, youth, parents, businesses, law enforcement, schools and media.
- Possess strong organizational skills with the ability to work independently and track multiple projects simultaneously.
- Must be punctual and prepared at meetings and appointments.
- Competency in Microsoft Excel, Word, and Power Point.
- Possess strong written/verbal communication skills, in English and preferably also in Spanish.
- A valid driver's license, personal vehicle and insurance are required.

**HOURS OF WORK:** Mon-Fri, 8:30am-5:00pm. Occasional weekend/evening work for events.

To apply, email your resume along with a cover letter sharing why you are interested in this position to [mrodriguez@upvalleyfamilycenters.org](mailto:mrodriguez@upvalleyfamilycenters.org). No phone calls please.

The UpValley Family Centers of Napa County is an equal opportunity employer.