



## POSITION DESCRIPTION

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**TITLE:** Assistant to Health and Smart Moves Coordinator

**SALARY GRADE:** 3 Part Time Non Exempt 3

**PERFORMANCE PROFILE SOURCE:** Youth Development

**DEPARTMENT:** Program

**REPORTS TO:** Health and Smart Moves Coordinator

**PRIMARY FUNCTION:**

Under the direction of the **Health and Smart Moves Coordinator**, the Assistant Health and Smart Moves Coordinator will oversee the local implementation of TRAIL Grant all health related and SMART Moves Programs on the Salt River Pima Maricopa Indian Community. He/she will be responsible for planning and implementing the initiative, working closely with, and collaborating with Health and Smart Moves Coordinator and Branch Directors.

**KEY ROLES (Essential Job Responsibilities):**

*Prepare Youth for Success*

1. Incorporate the Club mission, B&GCA Core Beliefs, Core Characteristics, Youth Development Outcomes, Core Program and the Youth Development Strategy into programs, services and activities.

*Program Development and Implementation*

2. Assist the Health & SMART Moves Coordinator effectively plan, develop and implement all T.R.A.I.L. and SMART Moves and other SMART program activities within Club program schedule. Including community outreach projects.
3. Assist the Health & SMART Moves Coordinator in effectively monitor and evaluate program identifying potential barriers and steps to address and overcome the obstacles for attaining a successful program implementation.
4. Is responsible for informing the Health & SMART Moves Coordinator of the programs progress, including success, challenges and areas needing support.
5. Assist Club Staff with special projects and assignments that support the implementation of all aspects of the health and SMART Moves and T.R.A.I.L. programs.
6. Provide weekly reports to the Health & SMART Moves Coordinator on the required programs, making sure the information provided is accurate, current, clean and concise. Reports will document attendance & participation experience of tribal youth.
7. Assist the Health & SMART Coordinator recruit and train a core group of volunteers to teach the SMART Moves component pieces in various locations.

*Marketing and Public Relations*

8. Increase visibility of Club programs and activities via announcements of upcoming events, schedules and the dissemination of timely information for the development of educating through local/tribal newspapers & electronic media.

**ADDITIONAL RESPONSIBILITIES:**

1. Meet with various Prevention Providers from Tribal Government and outside the Salt River Pima-Maricopa Indian Community if necessary.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instruction.

**External:** Maintain contact as needed with tribal community. Initiate networking with youth service providers within the tribal community.

**SKILLS/KNOWLEDGE REQUIRED:**

- High School Diploma or equivalent, work experience in social sciences, education, health field or related disciplines.
- A minimum of two years experience in youth development, foster care, or juvenile justice fields. Previous working experience with local Boys & Girls Clubs or tribal-based youth or social services a plus.
- Excellent team building and team leadership skills.
- Ability to plan and coordinate multiple and varied tasks.
- Strong project management skills, including documenting member participation and project reporting.
- General understanding of alcohol/drug abuse prevention and volunteer service field.
- Excellent verbal and written skills.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

High energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities; good reasoning abilities; sound judgment and ability to work under time pressures. Physical requirements include sight, hearing, sitting for more than two hours a day, and other physical requirements required to perform the essential functions of this position in a normal Club environment.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Approved by: \_\_\_\_\_  
Chair, Board of Directors Date