

URBAN LEAGUE OF BROWARD COUNTY

Position Description

Position: Prevention Specialist
Classification: Nonexempt
Division: Health and Housing
Supervisor: As Assigned
Revision Date: December 2018

Purpose of Position

A Prevention Specialist facilitates training curricula to youth or adult participants in a classroom setting.

Essential Functions and Job Responsibilities

- ❖ Facilitation of program identified training curricula.
- ❖ Coordination of enrichment activities.
- ❖ Responsible for assisting with recruitment and retention of program participants.
- ❖ Compile documents submitted to Supervisor/designee to generate program reporting.
- ❖ File reconciliations.
- ❖ Advises the Supervisor of highs and lows of attendance.
- ❖ As needed, assist in the management of participants attending events.
- ❖ As needed, coordination of community service learning

Job Specifications

- ❖ Bachelor Degree preferred in Education, Social Work, Counseling, etc.; Associates Degree required.
- ❖ Experience working in school or community based program setting.
- ❖ Excellent presentation skills.
- ❖ Must have documented proficiency in group facilitation.
- ❖ Must be computer literate using Microsoft Office or similar applications.
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Ability to balance the needs and expectations of multiple constituents.
- ❖ Positive and team-oriented attitude.
- ❖ Excellent written and oral communication skills.
- ❖ Outstanding organizational skills.
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.

Other

- ❖ Must have a valid Florida Driver License and reliable transportation.
- ❖ Must pass a Level 2 background screening.

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER