**On the T.R.A.I.L. *(Together Raising Awareness for Indian Life)* to Diabetes Prevention**

**Program Coordinator Position Description (Sample)**

# **Position Title:** T.R.A.I.L. Program Coordinator (1 PTE), grant cycle is from 09/1/\_\_ through 8/31/\_\_

**Reports To:** CEO/Executive Director [*enter other position titles as applicable to your site]*

**Job Summary:** The T.R.A.I.L. Program Coordinator will be responsible for implementing programming for the Boys & Girls Club in the area of Health and Life Skills using the T.R.A.I.L. Curriculum. A successful candidate will be able to comfortably develop and implement culturally sensitive programming for Native youth, ages 7-11. They will possess leadership skills in addition to other skills in the following essential areas: facilitating the implementation of an entire curriculum, including teaching lessons and coordinating volunteer and community involvement; teaching and coordinating daily physical activity and regular physical activity challenges; and completing all program requirements, including, but not limited to data collection and reporting. A successful candidate will also engage in consistent communication with the organization’s financial staff to ensure all administrative, financial, and grant reimbursement requirements are completed correctly and submitted by deadlines.

**Major Duties and Responsibilities:**

1. Develop, implement, and coordinate a minimum of one (1) round of the T.R.A.I.L program curriculum lasting a minimum of 12 weeks with American Indian/Alaska Native youth, ages 7-11, comprised of a balanced ratio of boys and girls participating.
2. Recruit T.R.A.I.L. participants, including outreach to non-Club members.
3. Maintain documentation verifying that 100% of the youth participants are members of federally recognized American Indian tribes or Alaska Native villages.
4. Integrate healthy lifestyle practices into the Club culture. This includes promoting physical activities by conducting a minimum of 60 minutes of physical activity per day, five days a week for all Club members.
5. Encourage healthy food and beverage choices for T.R.A.I.L. participants, as well as throughout the Club and across program areas, including implementing hands-on, healthy snack preparations or cooking demonstrations for T.R.A.I.L. participants during each round.
6. Prepare and submit program reports according to the grant timeline; manage program attendance and program data collection including facilitating T.R.A.I.L. participants’ completion of pre- and post- surveys, participation in the T.R.A.I.L curriculum, daily physical activity logs, and physical activity challenges related to specific chapters during curriculum implementation.
7. During each round of program implementation, facilitate a community education project for T.R.A.I.L. participants and family members to carry out in their community. The community service project must be related to the key components of the T.R.A.I.L. program.
8. Establish multiple partnerships with community health providers and organizations, including securing a signed Memorandum of Agreement (MOA) outlining collaboration with a community health partner to provide support for the T.R.A.I.L. Program.
9. Act as a role model for youth and other staff, including modeling healthy lifestyle behavior at all times.
10. Adapt the T.R.A.I.L curriculum, as necessary, to be locally and culturally relevant.
11. Develop and facilitate opportunities to increase volunteer support with T.R.A.I.L. programming activities.
12. Integrate elements of the T.R.A.I.L program into scheduled Club activities, (i.e., National Boys & Girls Club programs, existing Club programs, etc.), as well as BGCA’s Project Learn approach to education programming.
13. Follow all requirements for purchasing, personnel, general operations, etc. established by the Boys & Girls Club administration.

**Additional Responsibilities:**

1. Attend required trainings, conference calls, and site visits.
2. Attend and work special Club events and fundraisers.
3. Coordinate activity expenditures within an approved budget and support the Club’s finance staff in submitting reimbursement requests that detail activities performed and cost breakdown.
4. Perform other assigned duties as requested by supervisor.

**Relationships:**

Internal: Maintain positive and professional relationships with supervisor, co-workers, and administration.

External: Maintain positive relationships with Club members, parents, and all collaborative partners.

**Skills/Knowledge Required:**

* Bachelor’s degree in related field, or equivalent experience
* A minimum of 3 years’ experience working with youth
* Management abilities including leadership skills and an understanding of group dynamics
* Knowledge of youth development
* Basic knowledge of type II diabetes
* Computer skills – i.e., email, Microsoft Word (or other word processing program) and Excel
* Ability to relate to youth and maintain positive relationships with parents and the community
* Strong communication skills; both verbal and written
* Demonstrated ability to organize, direct, and coordinate activities and programs for youth

**Other Position Requirements:**

* Energetic, enthusiastic, reliable, and professional
* Valid driver’s license
* Substance Free