



Hub City Outreach Center

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Program Coordinator - Job Description

Reports to: Prevention Director and Executive Director

Summary of Responsibilities: The Program Coordinator is expected to serve and operate in a supervisory capacity. This capacity will require an adherence to the strictest form of ethical practices for a prevention educator. The Program Coordinator is to apply and abide by all policies and expectations determined by the Statement of Work and Hub City Outreach Center's employee handbook. Additionally, the Program Coordinator is to provide prevention services in addition to serving as the first contact for all Prevention Specialists with regards to work, work performance and scheduling.

Duties and Expectations:

- Adherence to the highest level of ethical standards
- Submit all pertinent documentation and measures to the Prevention Director
 - Documentation for monthly measures must be submitted by the fifth of the following month.
 - Documentation for curriculum measures must be submitted within 7 days after a curriculum cycle has been completed.
 - Cycle files and monthly ATOD files are to be submitted within 10 days of their completion date.
- Audit documentation and files
 - Program coordinator is to audit all files for accuracy and completion.
- Employee Supervision
 - Assign tasks that are to be completed by Prevention Specialists
 - Set work schedule for all Prevention Specialists
 - The coordinator is allowed to provide verbal approval for time off requests.
 - Final Approval will be provided by the Executive Director
 - Conduct monthly and quarterly reviews for Prevention Specialists
 - Reviews will be conducted with the Prevention Director.
 - Will conduct disciplinary actions for Prevention Specialists
 - Prevention Coordinator is to conduct additional trainings and write ups, as they pertain to actions conducted by Prevention Specialists.
 - Any additional disciplinary actions will be escalated to the Prevention Director and Executive Director.
- Outreach
 - Program Coordinator is expected to build relationships with schools and community partners.
- Additional Tasks
 - Program Coordinator will assist Prevention Director with monitoring monthly and curriculum measures.

Qualifications: The Program Coordinator is expected to possess or be working towards a baccalaureate degree. Additionally, the Program Coordinator is required to become a Certified Prevention Specialist within the first 18 months of their hire. The Program Coordinator is also expected to participate in continuing education courses to maintain their qualifications.

