

School District of Lodi
JOB DESCRIPTION

(A): 11/14/22

Title: **Lodi Community Action Team (LCAT) Program Coordinator**

Qualifications: Bachelor's Degree or Master's Degree in Health or Related Field
Prevention Specialist working toward certification

Reports To: LCAT Program Director

Supervises: NA

Job Goal: The Program Coordinator will work to bring the community and youth together to create healthy relationships that empower youth to succeed.

PERFORMANCE RESPONSIBILITIES:

1. Coalition member contacts and engagement
2. Monthly social media and marketing responsibilities and updates
3. Assist with Drug-Free Communities grant management
4. Assist with LCAT coalition management
5. Coordinate youth group activities for Lodi High School and Middle School
6. Participate in Executive Board Meetings (quarterly) & present LCAT updates
7. Lead LCAT Community Team Meetings & present LCAT updates
8. Lead other grant related meetings, events & activities
9. Present to community groups re: prevention-related topics (Drivers Ed classes, etc.)
10. Coordinate LCAT events with coalition team
11. Attend prevention-related trainings
12. Work with the City of Lodi, surrounding municipalities and county officials re: policies & ordinances
13. Manage responsibilities of Hidden In Plain Sight, Block Party Trailer and any other LCAT initiatives
14. Manage responsibilities of Lock Box distribution, Surveys, and other grant assignments as necessary
15. Serve as LCAT rep for Wellness committee

ESSENTIAL JOB FUNCTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.

2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students, parents, staff and community members.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
6. Ability to maneuver from room to room.
7. Ability to perform repetitive tasks.
8. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to supervise small/large groups of students, parents, staff, and community members.
11. Ability to follow district, building and program policies and procedures.
12. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
13. Ability to complete other appropriate tasks periodically assigned by Business Manager or Director of Student Services that are necessary or required to carry out responsibilities of LCAT Program Director position.