

## Job Description

### eXtreme Youth Programs Sponsor

Reports to: Community Impact Manager

Agency: eXtreme Youth Programs

Location Code: 7



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

#### Position Summary

The sponsor will organize and carryout monthly prevention meetings, activities and approved events throughout the school year that are centered around the club's five pillars: community service, community outreach, drug-free education, drug-free activities, and social and emotional awareness. This is a part-time position during the school year. The candidate is expected to work outside regular school hours including occasional weekends. The duration of this position is from July 26, 2021 to May 27, 2022.

#### Position Classifications

Primary Classification:  
Non-Exempt Part-Time

Pay Frequency:  
Bi-weekly

Safety Sensitive:  
No

Benefits Eligible:  
No

Driver Status:  
Non-Routine

Random Testing:  
Yes

EEOC Classification: Professional

SOC Code: 21-1094

Job Title ID: 177

#### Qualifications

Current employment as a teacher at a Union County School District is required. Experience in youth serving or prevention programs with additional experience in marketing or communications is strongly preferred. Will consider other School District employees who have the preferred experience. Strong verbal and written communication skills, interpersonal skills, networking, creativity, planning and organizational abilities required. Computer skills to include Excel, Word and Power Point.

#### Certifications

None

#### Physical and Mental Requirements

##### Light to Medium work

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. Must possess physical requirements for any national certification required and maintain these requirements at all times.

##### The minimum requirements of this position require this individual to:

- Hear alarms/telephone/normal speaking voice
- Have good manual dexterity to operate kitchen equipment
- Have clarity of vision with/without corrective lenses

#### Other Requirements for Continued Employment

- Have and maintain a clean criminal back ground check
- Sex offender registry clearance
- Availability to work as scheduled during hours of operation
- Must be able to treat ALL people with respect and courtesy without bias or discrimination

ALL SHARE employees are required to keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law in admission or access to or treatment or employment in its programs or activities. The President/CEO of the SHARE Foundation, has

been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap or disability.

### SHARE IMPACT Values

The values of SHARE are:

**Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork**

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

### Evaluation Instructions

**Evaluation Key:** Met (**M**) Needs Improvement (**NI**) Not Met (**NM**). Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

### Essential Job Functions eXtreme Youth Programs

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the Essential Duties of the position, provided it does not create an undue hardship on SHARE.

Requirement	Key	Evaluation Comments
Recruit members at the beginning of the school year and throughout to keep an active club.		
Coordinate programming with SHARE Foundation's Community Impact Manager.		
Maintain a variety of documents including club's activities account budget, field trip forms, photo release forms and attendance records for club meetings and events. This information will be provided to SHARE Foundation in a monthly report.		
Organize, facilitate and/or supervise weekly/bi-weekly member prevention meetings/activities.		
Engage students in prevention efforts through four (4) projects/events throughout the academic year. Two (2) events during the fall semester and two (2) during the spring semester to include a one-day prevention conference. Projects can be a collaborative effort with other groups. Additional projects are acceptable.		
Request room space for meetings and events hosted by eXtreme Youth Programs.		
Attend and supervise students at the annual South Arkansas Teen Summit held in the Spring.		
Create flyers and posters for meetings and events which include time and location. Also, use the PA to help promote and publicize.		
Manage and post to the eXtreme's social media accounts and school district websites.		
Coordinate with SHARE's Community Impact Manager to incorporate prevention education into health education classrooms/learning environments for grades K-12.		
Maintain positive relationships with students. Interact with students, school district staff, and SHARE Foundation staff in a respectful manner.		
Set goals with students to maintain purpose of the club, which is educate students on issues		

surrounding substance abuse/misuse, violence prevention and positive social & mental health.		
Perform other related duties as assigned for the purpose of ensuring the efficient functioning of eXtreme Youth.		
Maintain a working relationship with the PR department at SHARE Foundation as well as the School District for proper postings and updated EYP Website/Facebook pages.		
During the first year of operation, fundraising should be extremely limited. Any fundraising activities must be pre-approved by the SHARE PR Director.		
Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to all SHARE Foundation and eXtreme Policies and Procedures.		
<b>Evaluation Summary</b>		
<b>Met last year's goals:</b>		
<b>Evaluation Goals for Up Coming Year:</b>		
1. Recruit at least five (5) members		
2. Supervise the planning, implementation and evaluation of four (4) projects annually.		
3. Attend and supervise students at the South Arkansas Teen Summit.		
4. Complete and submit monthly activity reports.		
<b>Recommendations:</b>		
<b>Employee Comments:</b>		
<p>By signing this job description, I understand that it is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties I may be asked to perform. I will be required to perform other responsibilities, tasks and duties that may differ from those outlined in this job description when they are assigned. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position. The classification(s), essential functions or primary responsibilities of this position are subject to change at any time without notice. I understand that I will be expected to fulfill the essential functions, responsibilities, tasks, behavioral expectations and other duties when assigned to my employer's satisfaction and at its discretion. This job description is not an employment contract and employment is for no fixed term and may be discontinued with or without cause or notice, by me or my employer, at any time.</p>		
<b>Employee Signature:</b>		<b>Date:</b>
<b>Supervisor Signature:</b>		<b>Date:</b>
<b>ED Review:</b>	<b>Date:</b>	<b>HR Review:</b>