



SCCUDD **Schuyler County Coalition on Underage Drinking and Drugs**

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Public Health
Prevent. Promote. Protect.
Schuyler County, NY

SCCUDD Project Coordinator Position Guideline

The Project Coordinator facilitates the work of the Schuyler County Coalition on Underage Drinking and Drugs (SCCUDD). The employee supports the Coalition in its efforts. The Project Coordinator ensures that Drug-Free Communities (DFC) Support Grant Requirements are fulfilled and that action plan items are carried out. The Project Coordinator works under the general supervision of the SCCUDD Executive Board and the Program Director.

Typical Work Activities

- Support the Coalition and its committees in coordinating and completing action plan activities such as:
 - Surveying youth every other year
 - Organizing an annual Fall Planning Retreat
 - Designing and implementing information dissemination campaigns
 - Organizing trainings for adults and youth in the community
 - Outreaching to organizations and individuals in the community including the three Schuyler County school districts
 - Performing outreach in the community and within the Coalition
 - Designing, implementing, and evaluating Coalition strategies and activities using the seven strategies for effective community change as guidance
 - Emphasis should be placed on pursuing environmental strategies such as policies to reduce youth access to alcohol and other drugs
 - Collecting, analyzing, and utilizing other data as required
- Update or develop Coalition brochures, fact sheets, website, social media, and other materials as required
- Support the Executive Board in scheduling and facilitating Coalition meetings
- Develop and send out the SCCUDD newsletter
- Ensure that the Coalition maintains membership in all 12 community sectors
- Maintain Coalition membership inventory and list
- Provide new members with orientation to the Coalition
- Annually have required members sign the Coalition Involvement Agreement and update any changes in DFC Me
- Ensure that all Coalition activities are tracked, documented, and recorded in the Reach system in a timely manner
- Assist with the submission of 2 progress reports each year through the DFC Me System
- Assist with the submission of one Coalition Classification Tool each year through the DFC Me System
- Work with the Executive Board, Program Director, and the Coalition to ensure that the Continuation Application is submitted each year
 - Work with the Coalition to develop action plans and budget narratives each year
 - Develop a Project Narrative each year
- Build relationships, share strategies, and collaborate with other DFC Coalitions