

## Volunteer Job Description

<b>Job Title:</b>	Prevention Volunteer	<b>Department/Group:</b>	Prevention
<b>Location:</b>	Available in Linn, Benton, Jones, Jackson and Clinton Counties	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Unpaid	<b>Position Type:</b>	Volunteer
<b>Contact:</b>	Laurel Merrick	<b>Will Train Applicant(s):</b>	Yes
<b>External posting URL:</b>	Click here to enter text.		
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:volunteers@asac.us">volunteers@asac.us</a> Subject Line: Prevention Volunteer <b>Attention:</b> Laurel Merrick		<b>MAIL:</b> ASAC Attn: Laurel Merrick 3601 16 <sup>th</sup> Avenue SW Cedar Rapids, IA 52404	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Prevention volunteer will learn effective strategies for substance abuse prevention, including information dissemination, education, alternative activities, problem identification and referral, community based processes, and environmental strategies. Examples of activities that are conducted by prevention volunteers may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Prepare and coordination of ASAC Professional Training Series</li> <li>• Help with development of social marketing materials targeting subgroups in our community</li> <li>• Conduct community readiness and capacity building interviews with community members</li> <li>• Prepare &amp; help implement substance abuse related community trainings and events</li> <li>• Policy work support to promote nicotine/tobacco/drug free parks, businesses, schools and communities</li> <li>• Promotion of Quitline Iowa and other local, State or National prevention campaigns</li> <li>• Evaluation assistance (prep, administer and evaluate pre-post tests and data) for evidence based programs in schools</li> <li>• Update community assessment databases</li> <li>• Help recruit donations, community support, letters of support to assist in the grant writing process</li> <li>• Assist with data collection &amp; analysis needed for grant writing</li> <li>• Research emerging drug trends and provide training to ASAC staff on new information</li> <li>• Observe and co-facilitate speaking engagements, evidence based programs, and support groups</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Applicant must demonstrate positive interpersonal relationship skills</li> <li>• The applicant must have a clear understanding of confidentiality and professional boundaries</li> <li>• Ability to pass a criminal background check.</li> </ul> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Proficiency in computer software such as Outlook, Word, Excel and PowerPoint is beneficial.</li> <li>• A second language is helpful but not required.</li> <li>• Understanding of the Public Health Model and Strategic Prevention Framework is beneficial.</li> <li>• Marketing and computer based data analysis skills are helpful.</li> <li>• Experience in the substance abuse prevention field is preferred but not required.</li> </ul>			