



**BOYS & GIRLS CLUBS  
OF WEST ALABAMA**

**Job Position/Opportunity: Director of Prevention  
Programs (Full Time)**

**Boys & Girls Clubs of West Alabama**

**Department:** Programs

**Reports To:** Chief Operations Officer

**Location:** Tuscaloosa, Alabama

**Schedule:** Full Time, 40 Hours Per Week

**Help Us Create Great Futures**

Boys & Girls Clubs of West Alabama (BGCWA) is seeking a talented and mission-driven **Director of Prevention Programs** to join our Program Team. In accordance with the elements of competence established for Boys & Girls Club professionals, the Prevention Coordinator will implement, facilitate, develop and evaluate all programs, activities, services and special events in the program area of prevention for Club members and youth served by outreach, with a focus on trauma-informed practices.

The Prevention Coordinator will advocate for youth participants and provide ongoing support in a way that positively impacts their lives and families and will work closely with administrative and program staff to support the mission of Boys & Girls Clubs of West Alabama. This position reports directly to the Chief Operations Officer.

**What You'll Do**

**Essential Job Functions & Responsibilities**

- Assist in the delivery of programs, activities and events as directed for youth of various ages
- Provides assistance to program staff as needed to support specific or emerging mental or behavioral health needs and crisis
- Develop lesson plans and implement programs according to program schedule
- Develop and maintain positive relationships with all members

- Safely secure, maintain and utilize program materials/equipment in program areas
- Work with teens to develop realistic academic and career goals
- Develop positive leadership skills, relationships and life skills in all members
- Promote teen and prevention programs
- Implement and enforce all Club rules and policies with members.
- Ensure a safe, healthy and positive environment in Club sites through active engagement
- Assist members with developing coping skills in response to daily challenges
- Assist other program staff when needed
- Develop and maintain relationships with local agencies, other Boys & Girls Clubs, ADMH, and schools
- Submit accurate required reporting in a timely manner in accordance with program and/or grant requirements.
- Participate in various committees, coalitions and networks to learn of current trends and needs of youth
- Maintain daily contact with Club leadership to ensure program effectiveness; youth needs, strengths and interests are being met
- Document member activities in accordance with policies and procedures
- Participate in scheduled staff meetings and trainings

## **Relationships**

*Internal:* Ensure a team-based work environment by communicating effectively and positively with supervisors, co-workers and volunteers. Make recommendations regarding member's needs, program ideas, and facility needs. Maintain close, daily contact with Club professional staff.

*External:* Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize the Club.

## **Partnership Development**

- Develop and maintain partnerships with parents, community leaders and community-based organizations
- Network with parents, schools, juvenile justice and other agencies
- Keep parents informed of activities specific to prevention

## **Educational Requirements**

- Masters Degree in Social Work, Behavioral Sciences, or other related field
- Minimum two years experience in prevention programming

- Bachelor's Degree will be accepted with a minimum of ten years of prevention programming experience
- Prevention Certification with ADMH or willingness to obtain certification within first two years of employment
- Valid Driver's License and ability to travel

## **What Makes You a Great Fit**

You are:

- Mission-driven and committed to helping young people succeed
- Self-motivated with the ability to work independently
- Positive, flexible, and solutions-oriented
- Detail-oriented and deadline-focused
- Collaborative and relationship-centered

## **Work Environment**

This is a **full time position (40 hours/week)** in office in Tuscaloosa, AL. Evening or weekend work may occasionally be required for special events or Board meetings. Benefits package available.

## **Why Boys & Girls Clubs of West Alabama?**

At BGCWA, we believe every child deserves a safe place to learn, grow, and build a great future. Our team works every day to provide high-quality youth development programs that strengthen children, support families, and build stronger communities.

When you join BGCWA, you become part of a mission that changes lives.

### **To Apply:**

Please submit your resume and cover letter to [jobs@bgcwestal.org](mailto:jobs@bgcwestal.org).