

**VOLUNTEERS OF AMERICA ALASKA  
PROGRAM INSTRUCTOR  
POSITION DESCRIPTION  
PUBLIC HEALTH & PREVENTION DEPARTMENT**

**Position Title:** Program Instructor

**Reports To:** Coalition Director

**Direct Report(s):** N/A

**Pay Range:** \$17 – 21 / hr, DOE

**Objective**

The Program Instructor is the lead provider for the Prime for Life program and Alcohol & Drug Information School at Volunteers of America Alaska. Prime for Life is an evidence-based prevention and intervention program that helps people learn to reduce risks of alcohol and drug related problems throughout life. This position serves as the primary point of contact with students suspended for first time alcohol or drug-related offenses, and with their parents. The Instructor operates in an independent class site, donated by Volunteers of America Alaska or one of our business partner's location, providing Prime for Life to students referred by the Anchorage School District. Program Instructors are fully-functioning members of the Public Health and Prevention Department and may provide coverage for other program areas as needed.

**Essential Functions, Duties & Responsibilities**

**Duties and Responsibilities**

- Deliver the Prime for Life curriculum with high level of fidelity to the curriculum;
- Contribute to the development of program goals and objectives;
- Facilitate a minimum of two PFL cohorts weekly during the school year;
- Facilitate program for adults referred to Alcohol & Drug Information School as needed;
- Ensure positive and open communication between students, parents, ASD and supervisor;
- Manage registrations, fee collection, data collection, data entry, and administers pre/posttests as well as evaluations;
- Apply strategies for continuous quality improvement;
- Use evaluation results to improve program and organizational performance;
- Identify relevant community resources that would enhance the delivery of program information;
- Collaborate with community partners to improve health of the community (for example participates in committees, shares data and information, connects people to resources);
- Communicate in writing and orally with linguistic and cultural proficiency;
- Supervise students throughout the class and while on site;
- The Program instructor will report directly to his/her direct supervisor for any/all requests or schedule changes by calling or in person. It is expected if there is a class scheduled the PFL

instructor will show up 30 minutes before class and remain present until coverage may be arranged;

- Maintain client confidentiality and safeguards client information in accordance with federal regulations and agency policy;
- The Program Instructor will report and incidents where she/he has reason to suspect child abuse in accordance with state laws.

### **Knowledge, Skills and Abilities**

- Bachelor's degree in Human Services, Psychology, sociology, Counseling or related field, OR
- Some formal education may be substituted with experience in substance abuse, mental health, children of alcoholics, counseling and/or teaching
- Ability to make sound decisions based on information available
- Excellent organization skills, self-motivated, ability to work without direct supervision;
- Ability to work flexible hours (including substitution of other classes, possible evenings or weekends);
- Must have reliable transportation;
- Must maintain PFL Certification and remain up to date on current research and curriculum developments.

### **Working Conditions**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

**Interested applicants should send a resume, cover letter, and application to [rquinlan@voaak.org](mailto:rquinlan@voaak.org) or bring documents to 2600 Cordova Street Suite 101. Anchorage, Alaska 99503.**

**Main Contact Number: (907) 279-9640**