

“Ability is what you’re capable of doing. Motivation determines what you do. Attitude determines how well you do it.”

– Lou Holtz



You have been chosen to oversee and lead the efforts in relation to substance abuse prevention. The success of the program is directly related to your personal attitude, skill-set and motivation to lead your coalition and involve community stakeholders.

Important Qualities of a Successful Program Coordinator

- Strong leadership skills with the ability to motivate self and others, including volunteers
- A confident, friendly and approachable personality
- Is a Visionary and Problem-Solver
- Is a people-person with a positive attitude
- Is passionate about youth and prevention
- Great communication skills (oral and written); active listener
- Sales or negotiation experience
- Program management skills: ability to plan, organize and work within a budget
- Efficient and effective time-management skills; ability to focus on task accomplishment
- Experience in writing press releases and conducting public speaking engagements
- Ability to engage others for coalition development, collaboration and partnering to further strategies and goals of the grant and community coalition
- Proficiency with Internet and computer applications, such as Microsoft Word, Excel, PowerPoint and Publisher

Basic requirements for every local coordinator:



- A full understanding of the contract requirements and specific prevention goals.
- Ability to communicate contract goals to a local coalition of diverse community members and stakeholders; facilitate the coalition toward creating a shared vision and commitment; and ability to align the talents of group members to their best advantage.
- The importance of the coordinator and coalition working together to create a strategic plan to obtain contract goals and share the responsibility for implementing the plan.
- Possessing a sound understanding of the public health model, which emphasizes a comprehensive approach to prevention that addresses the agent, host and environment.
- Commitment to a process of creating a data-driven prevention plan that is derived from a community needs assessment, implemented by a coalition of local stakeholders, mobilizes the community and contains effective evaluation tools.