



Transforming Youth Recovery

One Community, One School, One Student At A Time

Staff Job Description Toolkit



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Collegiate Recovery Program Coordinators

A goal of most, if not every emerging collegiate recovery program (CRP) is to have a staff position dedicated to its growth. Although most collegiate recovery efforts do not yet have full-time dedicated staff, we anticipate a growing number of collegiate recovery program coordinator positions springing up as more universities recognize the need on their campuses. Below we feature three recent job postings for collegiate recovery program coordinators from three different universities. Please note that these were taken from online archives and are not, to our knowledge, currently open.

Example 1 – University of Texas at Austin

Purpose

This position will primarily coordinate the programs and some of the day-to-day functions of The Center for Students in Recovery, CSR, a large collegiate recovery program. Responsible for the development, implementation and coordination of collegiate recovery programming.

Essential Functions

Plans, coordinates, and implements CSR programming and activities. Implements strategies to promote CSR to the university campus community in conjunction with the director. Participates in other projects and activities as appropriate and assigned such as serving as a staff mentor for the student organization, Students for Recovery, and other student-led initiatives, develops and maintains an up-to-date and informed referral system, coordinates and participates in campus outreach, offers recommendations to the director for improvements to policies and procedures, program goals, and other areas as necessary and available.

Required qualifications

Bachelor's degree in education, health education, health promotion, social work, counseling, addiction-alcohol studies, psychology, educational psychology, public health or equivalent. Three years of recovery-related experience. Demonstrated ability to successfully work with a diverse community and provide services from a non-judgmental perspective. Demonstrated ability to relate well and connect with college students. Excellent organization, communication, and writing skills. Equivalent combination of relevant education and experience may be substituted as appropriate.

Preferred Qualifications

Licensed or certified to conduct substance abuse assessments and counseling sessions. E.G. LCDC, LMSW, LLMSW, CADC-M, LPC, or Psychologist. Experience working with college or university students and emerging adults. Understanding of substance abuse prevention, recovery and relapse prevention theories and practice.

Example 2 – University of North Carolina, Wilmington

Overview



This position will provide direct support to further develop the programs offered by UNCW's Collegiate Recovery Community. This position will plan educational, social, and service programs such as establishing a seminar series for participating students focused on personal development and recovery protection.

Minimum Required Knowledge, Skills, and Abilities

Graduation from a four-year college or university; or an equivalent combination of education and experience.

Additional Knowledge, Skills, and Abilities

- Must have strong knowledge about addiction recovery.
- Must have the ability to speak in front of a small and large groups.
- Must have the ability to design and deliver prevention or educational programs.
- Must have ability to work with individuals and groups about sensitive topics.
- Demonstrated ability to work and communicate effectively with diverse populations.

Preferred Qualifications

- Prefer a master's degree in a related field such as Public Health, Health Education, Criminology, Counseling, Psychology, Social Work, Communication Studies, or related field.
- Knowledge of recovery support services is preferred.
- Experience working with adolescent or young adult populations is preferred.

Example 3 – University of Texas at Rio Grande Valley

Scope of Job

To coordinate the programs and some of the day-to-day functions of UTRGV Collegiate Recovery Program (CRP). Responsible for the development, implementation, and coordination of collegiate recovery programming. Works along with and oversees a part-time coordinator and volunteers to promote growth of a support network across two campuses to help those seeking or maintaining sobriety from alcohol, drug, and other addictions. The coordinator will be expected to exercise independent judgment and authority as required.

Description of Duties

- Coordinates program to ensure that implementation and prescribed activities are consistent with the goals of the UT-system Collegiate Recovery Program initiative.
- Supervises and manages the day to day activities and personnel of the assigned program.
- Implements strategies to promote CRP to the university campus community in conjunction with the Counseling Center director.
- Represents department in official functions.
- Reviews program records and reports of activities and recommends modifications to methods or procedures to the Counseling Center director.
- Drafts brochures, letters, agendas, and contracts.
- May plan, develop, organize, and coordinate research and survey designs.
- Attends meetings, conferences, and seminars related to the program's mission and goals.
- Supervises and organizes seminars, conferences, and presentations.



- Assists in drawing up activity reports to communicate progress of the program.
- Provides ongoing staff development, on site demonstrations and field based experiences related to the program.
- Conducts formal training or gives instruction regarding program policies and procedures.
- Develops, cultivates, and maintains working relationships with internal/external departments/agencies and other organizations associated with and/or receiving benefit from the program.
- Coordinates and participates in campus outreach
- Makes referrals to the Counseling Center or other student services as indicated.
- May serve as staff mentor/sponsor for affiliated student organizations.
- Performs other duties as assigned.

Required Education

Bachelor's degree in a related field (e.g.: public health, health care, social work, psychology, rehabilitation) from an accredited university, or applicable combination of education and experience as stated below.

Preferred Education

Master's degree in a related field (e.g.: public health, health care, social work, psychology, rehabilitation) from an accredited university.

Required Experience

- Three (3) years of experience in the appropriate field of the program (e.g.: public health, health care, social work, mental health, rehabilitation, education), or
- Five (5) years of the required experience with an Associate Degree or 60 hours of College Credit, or
- Seven (7) years of the required experience with a High School Diploma or equivalent.
- Have knowledge and interest within the areas of drug/alcohol abuse prevention and/or rehabilitation.

Preferred Experience

- Spanish/English bilingual
- Experience working on a college/university campus or mental health setting providing services to emerging adults
- Experience working collaboratively with a multidisciplinary team integrating both a recovery model and a collegiate/emerging adult developmental perspective
- Experience providing informed referrals for people in recovery
- Experience and knowledge in use of different social media formats
- Experience in coordinating fundraising programs



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