

**DOMESTIC VIOLENCE CENTER OF CHESTER COUNTY**  
**JOB DESCRIPTION**  
**COORDINATOR of COACHING BOYS INTO MEN EDUCATION PROGRAM**

**Work Week:** 40 HOURS  
**Status:** Nonexempt  
**Supervisor:** Director of Education Programs

---

**Job Summary:** Facilitate Coaching Boys Into Men curriculum and evaluation for youth and school athletic departments in Chester County. Develop and sustain a Coordinated Community Response (CCR) to promote healthy relationships.

**Essential Job Responsibilities:**

*Facilitate Coaching Boys Into Men Curriculum and Evaluation*

- Identify and prioritize youth athletic departments to implement the CBIM curriculum: including but not limited to training coaches, collecting necessary forms, conducting regular season check-ins, and planning and facilitating a celebration event with each team
- Implement and assess pre- and post-season CBIM team and coach evaluations
- Identify and prioritize youth athletic departments to implement the pilot program of Coaching Girls Beyond the Game (CGBG)
- Implement and assess post-season CGBG evaluations for pilot program teams
- Develop and share CBIM/CGBG education/outreach campaigns using a variety of media (video, social media, press releases, etc.)

*Coordinated Community Response (CCR)*

- Rebuild the CBIM Advisory Board CCR Team – a local coalition comprised of members from a variety of sectors that are interested in engaging in primary prevention strategies affecting the societal and/or community levels of the social ecological model
  - Meet regularly to review CBIM/CGBG initiatives and assure the CBIM Advisory Board CCR Team identifies and addresses barriers and system support opportunities
- Attend DELTA Team Meetings with other state DELTA grant recipients to provide updates and feedback and assure any barriers are addressed and support opportunities identified.
- Attend State Level CCR team meetings and engage in developing, implementing, reviewing and updating the State Action Plan (SAP).

*Data*

- Assure data is collected and in compliance with reporting requirements and that all data reports/updates are submitted to PCADV on time.
- Attend and provide updates at quarterly meetings on the progress of implementing programs to the CCR and state implementation team.
- Provide summary of evaluation results including lessons learned and recommendations annually and at the end of the project term
  
- Additional duties as assigned

**DOMESTIC VIOLENCE CENTER OF CHESTER COUNTY**  
**JOB DESCRIPTION**  
**COORDINATOR of COACHING BOYS INTO MEN EDUCATION PROGRAM**

**Skills and Qualifications**

- Experience working with children and adults
- Developed organizational skills with proven history of successfully managing multiple priorities simultaneously
- Ability to work under pressure and adhere to deadlines
- Ability to strategize issues related to domestic violence
  
- Proven ability to develop trusting, supportive relationships with parents and children
- Ability to speak to various audiences
- Strong commitment to the mission and goals of DVCCC, professional work goals and personal development
- Thorough knowledge and understanding of issues confronted by victims of abuse  
Able to work with survivors of abuse and their children. Able to work with a diverse populations
- Good organizational skills and the ability to write reports/proposals
- Demonstrated ability to establish effective working relationships with staff, volunteers, and internal and external colleagues.
- Works as a productive and cooperative member of a team and willingness to accept supervision and make personal performance improvements

**Other Requirements**

- Computer proficiency in Microsoft Office Products
- Must have a current drivers' license, car/van and personal automobile insurance - must be willing to travel by car to meetings and trainings
- Must be willing to work flexible hours as required to meet program needs and funder requirements
- Adhere to all agency policies and procedures (attendance, work hours, paperwork, etc.)
- Childcare, criminal, and FBI clearances as required by state and DVCCC
- Able to move and lift supplies, furniture, etc up to 40(forty) pounds. This position requires visual and auditory acuity and the physical ability to climb stairs, stand for long periods of time, and walk distances
- 

**Environmental Conditions**

The incumbent's typical place of work is an office environment and thus will not be substantially exposed to adverse environmental conditions

**Disclaimer**

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole

**DOMESTIC VIOLENCE CENTER OF CHESTER COUNTY  
JOB DESCRIPTION**

**COORDINATOR of COACHING BOYS INTO MEN EDUCATION PROGRAM**

discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

**Minimum Training and Experience**

- Bachelor’s Degree in Education/Communication or equivalent degree
- Three years related experience
- Equivalent combination of education and experience

HR use only	
Job code	
Last revised	May 2022
Management? (Yes/No)	No
E/NE status	Nonexempt

---

**Employees’ Signature**

**Date**

---

**Chief Executive Officer’s Signature**

**Date**