



# OverdoseLifeline

## **Assistant Director of Youth Programming**

### **About Overdose Lifeline**

Overdose Lifeline (ODL) is an Indiana non-profit organization aimed at helping individuals, families, and communities affected by addiction. In doing so we work with schools, families, caregivers, and law enforcement to enact harm reduction policies such as naloxone distribution; provide education and prevention training in schools; and organize support group events.

### **Job Description- Contract position**

The Assistant Director of Youth Programming plays an integral role in logistics and delivery of youth programming, as well as to assist in the management of overall program operations at the direction of the Program Director.

### **Essential Job Functions:**

Assist the Program Director with administration and logistics before, during, and after each program session.

- Collect and organize program materials before program sessions
- Perform inventory of stored program materials
- Provide direction during program sessions in collaboration with the Program Director
- Support staff with team building and conflict resolution
- Participate in monthly meetings
- Serve as Acting Program Director when Program Director is unavailable

### **Qualifications:**

- Minimum of 1-2 years supervisory experience and leading groups
- Experience working in customer service or a related field
- Comfort with multi-tasking and making decisions in a leadership position
- Experience with problem-solving in a fast-paced working environment
- Ability to be flexible and adaptable
- Strong communication, written, and public speaking skills
- Ability to practice self-care and maintain a sense of humor
- Organized and consistent

- Experience working in summer camps or similar outdoor education settings (preferred but not required)

**Physical Aspects of the Job:**

- Ability to lift and carry 30-50 pounds
- Reliable transportation to and from program locations (mileage reimbursement provided)

**Expected Hours:**

- 1-2 days per week in office
- Attendance at all program events, which includes weekends and evenings

**APPLICATION PROCESS**

Email resume, cover letter summarizing interests & qualifications, and two writing samples to [justin@overdoselifeline.org](mailto:justin@overdoselifeline.org)