

Job Description
Advisor, Team TADD
Medford Health Matters

Reports to:

The role of the Advisor to Team TADD includes the following:

- Assist and support youth leaders in planning and carrying out the youth program;
- Meet with Coordinating Team Monthly to ensure proper planning;
- Update and edit Team TADD Workplan, as needed;
- Support all Coordinating Team Members to ensure work is completed;
- Communicate logistical and supply needs to Coordinator;
- Coordinate activities and discussion areas for Tuesday night meetings;
- Be present at and participate in Tuesday night meetings;
- Open meeting space by 6:30, preferably earlier;
- Coordinate Team TADD efforts with Coordinator;
- If unavailable for a Tuesday night, coordinate with other adults to ensure coverage at least 2 weeks prior;
- Chaperone all Team TADD Activities;
- Coordinate with Coordinator to request additional chaperones, as needed;
- Coordinate budget and stipend needs with Coordinator and NCHC Director;
- Prepare stipend reports quarterly;
- Pursue funding opportunities for Team TADD, coordinate application with Team TADD members, Coordinator and MHM Board, as necessary;
- Meet with Coordinator once a month before one of Team TADD's;
- Assist with recruitment for Team TADD.

The Advisor to Team TADD must be willing to work nights and some weekends. Advisor will bill NCHC monthly.