



## Community and Youth Educator Job Description

**Title:** Community and Youth Educator

**Job Summary:** Responsible to create and prepare intimate partner violence educational curricula pertinent to age appropriateness for students at all grade levels within our six town catchment (Enfield, Somers, Stafford, East Windsor, Suffield and Windsor Locks). Responsible to implement the educational materials to students at all grade levels about intimate partner violence. Responsible for the outreach to educators to schedule ongoing activities, lesson plans pertaining to prevention and education curricula throughout the school year. Responsible to form afterschool youth groups in the community as support and resource. Must stay up to date on best practices in prevention. Ability to manage and supervise internship program, as well as reaching out to local colleges to advertise internship program. Organizational skills to help with two major donation collection programs for children, the holiday program and back to school program. Possess the technological skills to maintain social medias and host the Network's podcast.

**Supervised by:** CEO

**Duties Include:**

- Creates and prepares curricula on domestic violence pertinent to all grade levels in the schools
- Ability to teach and facilitate engaging lessons in the local schools.
- Initiates/connects and coordinates with area schools in the towns to present a cohesive plan
- Coordinates annual domestic violence awareness month; teen dating violence month and sexual assault awareness month activities in the six-town catchment area.
- Responsible for assigned meetings with school principals to maintain and improve on lesson plans
- Responsible for meeting with coaches to provide training and support to Coaching Boys into Men and Coaching Girls into Leaders programs
- Demonstrates and maintains technical skills in PowerPoint, Word and all technical requirements of the job; including the use of a laptop computer and projector.
- Maintains and submits necessary statistics, narratives and reports as required by CCADV, Grant-funders, and the Network Against Domestic Abuse
- Attends trainings to stay abreast of new topics, best practices, and guidelines
- Maintains a yearly calendar



- Writes episodes for the Network's podcasts and create social media campaigns to raise awareness
- Organize the annual Holiday Program and Back to School Program drives
- Hiring, management and supervision of the internship program
- Attends community meetings and local prevention council meetings
- Organizes and manages community service projects of local students
- Facilitates children's support group
- Provides counseling services to teenagers experiencing teen dating violence
- Host a table at community events like farmers and craft vendor markets, home shows, safety days, career days, etc.
- Facilitate and participate in agency strategies to reach the underserved populations

#### **Qualifications:**

- Demonstrated background in education and training
- Experience with Training and curricula development
- Demonstrated public speaking and interpersonal skills
- Knowledge of domestic violence issues
- Excellent interpersonal skills both on the phone and in person
- Proficient in technical skills such as Word, Power Point, social media, anchor podcasting, and the use of a lap top computer and projector
- Ability to handle multiple priorities and be attentive to detail
- Crisis counseling with teenagers and children
- Experience with managing or supervising
- Organizational skills to manage donation drive events
- Driver's license and reliable transportation method
- The ability to work independently, self-initiate and prioritize projects

#### **Education:**

- A.A./B.A preferred
- Significant experience in domestic violence services is required