

Position Title: **Peaceline Educator**

Direct Supervisor: **Community Engagement Coordinator**

Full-time Position

I. GENERAL DESCRIPTION

- A. Under the direction of the Community Education Coordinator, the Peaceline Educator will be responsible for planning, organizing, teaching, and evaluating the WRC Violence Prevention Program -- *Peaceline*.
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II. MUTUAL RESPONSIBILITIES

- A. Complete Crisis Intervention, Emergency Advocacy, and Mandated Reporters training.
 - B. Ensure continuity of services by sharing On-Call, Hotline, and Administrative Front Desk responsibilities as the need arises or as assigned.
 - C. Attend all required WRC meetings.
 - D. Enter service data information in VAdata as program requires.
 - E. Receive and log donations on appropriate form and submit weekly to Office Manager.
 - F. Teach topical units during Crisis Intervention and/or Emergency Advocacy trainings and provide volunteer supervision as program requires.
 - G. Speak to community groups about sexual and domestic violence and/or WRC services as assigned.
 - H. Represent the WRC at meetings or public events as assigned.
 - I. Maintain a clean and orderly private office space and common area.
 - J. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan (The Plan). Communicate clearly and timely issues of performance with supervisor.
 - K. Obtain approval from direct supervisor for all assistance requested by other Program Coordinators.
 - L. Carry out other duties as assigned by direct supervisor or the Executive Director.
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III. JOB RESPONSIBILITIES

A. Community Engagement

- 1. Maintain a positive working relationship with local schools eligible to participate in Peaceline.
 - 2. Coordinate with the Peaceline Coordinator to ensure all participating schools are served and help address any scheduling emergencies.
 - 3. Contact guidance counselors or designated contact person in advance of presentations.
 - 4. Present curriculum to each class using various methods to meet the learning needs of individual students.
 - 5. Present bystander curriculum to 11th and/or 12th grade classes as scheduled.
 - 6. Participate in additional violence prevention and community awareness activities as assigned.
 - 7. Plan, implement, and evaluate the Healthy Relationship Teams and activities for assigned schools.
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B. Direct Services

- 1. Provide crisis intervention to individuals disclosing violence as requested.
 - 2. Refer students disclosing violence to WRC staff, school personnel, or community services as appropriate.
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C. Grants Management

1. Review relevant workplan(s) with Community Education Coordinator annually.
 2. Ensure ongoing implementation and evaluation of workplan(s).
 3. Complete and submit regular grant reports as directed.
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D. Program Reporting System

1. Document statistical information for each Peaceline class.
 2. Complete Peaceline reports and submit to Peaceline Coordinator on an ongoing basis.
 3. Document community education on Public Education Reports and submit monthly to Community Engagement Coordinator.
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IV. QUALIFICATIONS

- A. College degree (Bachelor's degree preferred) in human services related field and/or five years of related experience.
 - B. Must have an understanding of the issues of sexual and domestic violence.
 - C. Experience in public speaking, especially to adolescent groups.
 - D. Working knowledge of various learning styles and the ability to utilize each.
 - E. Ability to provide crisis intervention.
 - F. Ability to utilize computer programs including word-processing and spreadsheets.
 - G. Ability to deliver WRC services in a culturally sensitive manner.
 - H. Ability to remain patient, calm, and professional when working in crisis situations.
 - I. Ability to work some evening, weekend, and holiday hours.
 - J. Must have reliable transportation and valid driver's license.
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