



Youth Education Coordinator Position Description

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The Education Coordinator position is considered full time, exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as frequent evenings and weekends.

Responsibilities:

1. Serve as the primary administrator for the Center's Youth Education program, which includes sexual abuse prevention programs to Pre-K and elementary age children, parents, and adults who work with children and teens.
 - a. Present educational programs on behalf of the Center (15-12 hours/week)
 - b. Maintain Center's Youth Education program calendar, including the handling of program requests and the scheduling of presenters. In the school system, this requires working with local guidance counselors and district health educators.
 - c. Collaborate with the Community Education team to schedule and implement educational programs for parents, Pre-K and Elementary school teachers, and individuals with disabilities (adults and children).
 - d. Conduct follow-up and make referrals to individuals who raise concerns during Center's programs; this includes working with the Community Education Director and school guidance counselors and/or the Department of Social Services when participant disclosures involve child abuse.
 - e. Supervise volunteers and interns that present educational.
 - f. Maintain all appropriate records of educational programs and follow-up activities.
 - g. Conduct parent and professional trainings on the topic of child sexual abuse prevention and intervention.
 - h. Work with school personnel to develop and implement specialized programming by request.
 - i. Work with CHCCS district personnel to develop and implement specialized programming for EC classrooms.

2. Conduct outreach to the community on behalf of the Center and maintain educational materials.
 - a. Maintain an adequate supply of program materials, e.g., brochures, in collaboration with the the Communications Team.
 - b. Schedule outreach events to raise awareness about the Center and its services.
 - c. Represent the Center on committees that relate to youth programming.
 - d. Update and develop youth programs and program materials on a regular basis.
 - e. Coordinate the development and implementation of program evaluations for Safe Touch and related programs, including recording and reporting results.

3. Participate in coordination of Center volunteer training programs.

- a. Assist in recruiting, screening, and training community education volunteers in collaboration with the Community Education Director.
 - b. Serve as primary supervisor for community education volunteers with the assistance of other Community Education team members.
 - c. Review and edit CE volunteer training scripts and manuals as needed.
 - d. Facilitate portions of volunteer training that relate to the Community Education program.
 - e. Facilitate Community Education volunteer meetings.
4. General Responsibilities:
- a. Work as a team member in order to achieve the mission and vision of the Center, including assistance with crisis response coverage when necessary.
 - b. Complete all relevant trainings and other tasks as required by supervisors.
 - c. Maintain appropriate standards of confidentiality.

Qualifications Required:

- 1. Bachelor's degree in human services or other related field.
- 2. Demonstrated effectiveness in public speaking and program presentation, including clear communication of complex concepts, both verbally and in writing.
- 3. Demonstration of cultural awareness, sensitivity, and competency.
- 4. Reliable transportation for travel to and from school programs is required.
- 5. Proficiency with word processing, database management, e-mail communication, the Internet, and desktop publishing.
- 6. Experience working with people from diverse backgrounds.
- 7. Excellent attention to detail.
- 8. Ability to work with diverse populations.

Qualifications Preferred:

- 1. Experience working with issues of sexual violence.
- 2. Two years of experience in community education, social work, or related area.
- 3. Experience training and supervising volunteers or employees.
- 4. Demonstrated experience building coalitions or working on teams to accomplish mutual goals.
- 5. Experience working with school age children, teens, and parents.
- 6. Bilingual in English and Spanish.

Responsible to: The Community Education Director of the Orange County Rape Crisis Center

Salary: \$33,500-\$40,000, Dependent upon education and experience

Benefits: Health, life, and dental insurance; retirement investment plan; generous leave package

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on*

the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.