



Youth Education Program 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, service equity, social justice, community involvement, self-care, and empowerment.

The Youth Education Program Coordinator position is considered full-time, exempt in accordance with the Fair Labor Standards Act at 32-40 hours per week and requires regular hours as well as frequent evenings and weekends.

Responsibilities:

1. *School-Based Program Management*

Serve as the primary administrator for the Center's Youth Education program, which includes sexual abuse prevention programs to Pre-K, elementary, middle and high school age children, parents, and adults who work with children and teens.

- 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.
- Supervise Youth Education Assistant(s), including hiring, onboarding and ongoing supervision.
- Coordinate with local University training programs for social work, teaching, and related fields to facilitate in recruiting interns and volunteers
- Conduct parent and professional trainings on the topics of child sexual abuse, sex trafficking, internet safety, sexual health, teen dating violence prevention and intervention
- Work with school personnel to develop and implement specialized programming by request.
- Work with CHCCS and OCS district personnel to develop and implement specialized programming for EC classrooms.
- Present educational programs on behalf of the Center (10-15 hours/week)
- 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.
- Maintain all appropriate records of educational programs and follow-up activities.
- Assist the ED and Development Team with grant and funding solicitation to support children's education programs.

- Maintain an adequate supply of program materials, e.g., brochures, in collaboration with the Communications Team.
 - Build and maintain community partnerships with child-serving organizations by serving on at least 1 community task force or committee.
 - Coordinate the development and implementation of program evaluations for Safe Touch, Start Strong and related programs, including recording and reporting results.
 - Update and develop youth programs and program materials on a regular basis.
 - Develop and adapt programming to fit various needs in community, especially high-vulnerability and traditionally underserved, e.g., children with disabilities, Spanish speaking children
2. *Participate in coordination of Center volunteer training programs.*
- Assist in recruiting, screening, and training agency volunteers
 - Serve as primary supervisor for Community Education volunteers
 - Review and edit CE volunteer training scripts and manuals as needed.
 - Facilitate portions of volunteer training that relate to the Community Education program.
 - Facilitate Community Education volunteer meetings.
3. *General Responsibilities:*
- Work as a team member in order to achieve the mission and vision of the Center, including assistance with crisis response coverage when necessary.
 - Complete all relevant trainings and other tasks as required by supervisors.
 - Maintain appropriate standards of confidentiality.
 - Serve as a staff liaison for Board of Directors Racial Equity Task Force.

Qualifications Required:

1. Educational or professional experience in human services or other related field, or equivalent experience.
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, scheduling software, 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 Executive Director

Salary: \$45,000-47,000 annually, Dependent upon education and experience

Benefits: Health, life, vision, and dental insurance and employee Wellness Stipend; flexible work hours; generous leave package consisting of 240 hours combined PTO, 20+ paid Holiday closures, and generous caregiver and sabbatical (longevity benefit) leave options.

To Apply: Send (1) Resume, (2) list of three Professional References, and (3) written responses to the following three questions to jobs@ocrcc.org. No phone calls, please!

1. What inspired you to apply for this position at Orange County Rape Crisis Center?
2. How does this position fit into your overall professional goals?
3. How have your experiences (personal or professional) prepared you for this role at OCRCC?

Deadline to Apply: July 21, 2023

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.*