

JOB DESCRIPTION

Position Title:	Volunteer and Community Education Specialist
Position Type:	Full-Time, some evenings and weekends required
Reports To:	Associate Director
Pay:	\$17.10 per hour DOE (\$.50 bilingual incentive) + benefits (medical, dental, vision, life insurance, and 403(b) match)

Position Description

Under the supervision of the Associate Director, the Volunteer and Community Education Specialist is responsible for the development and implementation of community education and volunteer management for the purpose of sexual assault, domestic violence, and human trafficking awareness, prevention and intervention. This includes: coordinating and facilitating the 72-hour peer counseling training (evenings and weekends), facilitating monthly volunteer meeting and the crisis line calendar, as well as facilitating teen education activities and supporting the agency's community outreach efforts.

Position Responsibilities

Volunteer Management

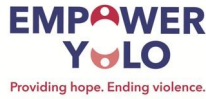
- Organizes, coordinates and manages the recruitment, training, supervision and retention of volunteers
- Organizes and facilitates Empower Yolo's bi-annual peer counseling training (evenings and weekends required)
- Maintain updated records of all volunteers as required by Cal-OES and other funders
- Facilitate monthly volunteer meetings
- Accurately keep and report all records of volunteer activities as directed for grant reporting purposes
- Partner with department managers to coordinate volunteer opportunities

Crisis Line Coordination

- Coordinate crisis line calendar
- Keep track of missed crisis line shifts
- Keep crisis line rooms stocked with crisis line call sheets & resource materials
- Coordinate data entry of crisis line call sheets
- Update bulletin boards with current information
- Provide or schedule back-up for crisis line as needed

Community Outreach

- Participate in staffing information tables as needed at resource fairs, conferences, and other community and interagency events
- Attend and provide agency representation at community interagency committees
- Actively assist in on-going outreach campaigns



- Accurately keep and report all records of community outreach activities as directed for grant reporting purposes
- Assess, address, educate, and advocate for the issues and needs of the underrepresented and underserved communities

Teen Education

- Create tailored, age appropriate, curriculums detailing domestic violence, teen dating violence, sexual assault, rape risk reduction, and bystander intervention utilizing primary prevention strategies for junior and senior high school students
- Present domestic violence, teen dating violence, sexual assault and prevention curriculum to students in the schools
- Provide peer counseling and crisis intervention to students in need after presentations
- Make contacts with Yolo County teen-oriented resources
- Create and distribute teen dating violence and sexual assault brochures to area teens
- Facilitate multiple small groups

Knowledge, Skills, & Abilities

- Strong planning and organizational skills, ability to manage multiple tasks
- Ability to work well with others
- Good listening skills and empathetic
- Self- motivated
- Extensive knowledge of domestic violence, sexual assault and human trafficking
- Knowledge of computer programs (word, excel, publisher, outlook, etc.)
- Experience in public speaking.

Education, Experience, & Requirements

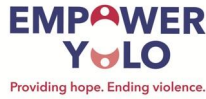
- Peer Counselor Certification (must obtain within 6 months of hire.)
- Previous supervisory/management experience
- Previous peer counseling experience
- Knowledge of Yolo County services
- Strong oral and written communication skills
- Bilingual a plus
- Applicant must be fingerprinted/live-scanned and receive clearance from the Department of Justice

AGENCY DESCRIPTION

Mission Statement:

Empower Yolo's mission is to promote safe, healthy, and resilient communities.

Empower Yolo's purpose is to provide:



- (a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- (c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

To keep our staff and clients safe, Empower Yolo requires all staff to have received the COVID-19 vaccine.

Application Process

Please submit a cover letter, current resume and three references to:

Celina Alveraz, Associate Director

Empower Yolo

175 Walnut Street

Woodland, CA 95695

Fax: 530-661-3021

E-mail: celina@Empoweryolo.org

Application deadline: open until filled

The EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.