



JOB DESCRIPTION

POSITION TITLE: Part Time Community Educator
Bilingual (Spanish/English)

EXEMPTION STATUS: Non-Exempt

JOB RELATIONSHIPS:

Reports to: Outreach and Training Supervisor/Director of Training and Team Relations/Chief Program Officer/Chief Executive Officer

Supervised by: Outreach and Training Supervisor

Personnel supervised: None

Interrelationships: Alliance For Children staff members housed at all locations, client children and families, public agency staff members housed at Alliance For Children centers, team members from Cook Children's Medical Center, members from the Tarrant County Criminal District Attorney's Office, community agencies and youth serving organizations, particularly school personnel.

Summary:

The Part Time Community Educator is responsible for generating knowledge of child abuse and its prevention through the education of children with the intent of assisting children in recognizing if they might be a victim of abuse as well as educating adults to protect children. This position also demonstrates enthusiasm for the mission of Alliance For Children in the community served.

Job Duties/Essential Functions:

- Prepare and deliver the *P.S. It's My Body!* and *NetSmartz* training programs to children and teens regarding personal safety and Internet safety to schools or other youth serving organizations within Tarrant County.
- Prepare and deliver child abuse prevention training to groups of adults throughout Tarrant County.
- Develop opportunities to share the *P. S. It's My Body!* and *Netsmartz* training programs to additional schools or other youth serving organizations within Tarrant County and coordinate presentation schedules with points of contact.
- Keep the Outreach and Training Supervisor informed of new education opportunities as they develop.
- Represent Alliance For Children in the community by sharing mission of Alliance For Children and promoting prevention education
- Collaborate with the Outreach and Training Team to develop and promote Alliance For Children's Child Abuse Prevention Campaign during the month of April.
- Demonstrate willingness to accept new opportunities that may be outside the current job description as the Outreach and Training Supervisor or Alliance For Children Management presents them.
- Other job duties as requested by immediate supervisor or Chief Executive Officer.

Knowledge/Skills/Abilities:

- High school diploma required, some college or Bachelor's degree preferred.
- Bilingual abilities in English/Spanish required.
- Minimum 18 year age required.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- 2 years' experience working with children preferred.
- Experience in public speaking preferred.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to sit, walk, bend, squat, kneel and twist on an intermittent and sometimes continuous basis; able to stand for prolonged periods of time. Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. (usually office supply boxes). Independent travel by private auto required.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.