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| POSITION TITLE: | Outreach and Training Supervisor |
| EXEMPTION STATUS: | Exempt |
| JOB RELATIONSHIPS: | |
| Reports to: | Director of Team Relations and Training/Chief Program Officer/Chief Executive Officer |
| Supervised by: | Director of Team Relations and Training |
| Personnel supervised: | Community Educators |
| Interrelationships: | Alliance For Children staff members housed at all locations, children and families, members of multidisciplinary team, community agencies and youth serving organizations and volunteers. |

Summary:

The Outreach and Training Supervisor is responsible for the oversight of Alliance For Children's training for MDT partners and community. This includes coordinating internal training and overseeing child abuse prevention community programs for children and adults. This position also serves as part of the team overseeing all child abuse prevention community awareness, working to engage community members in the mission and work of Alliance For Children.

Job Duties/Essential Functions:

TRAINING

- Coordination and overseeing on-going training opportunities for staff and multidisciplinary team partners.
- Attending community group meetings and events to promote Alliance For Children and our community education initiatives
- Representing Alliance For Children by serving on collaborative committees within the community.
- Scheduling, preparing and delivering adult prevention education to area organizations and community groups.
- Coordinating with necessary staff and departments to oversee Child Abuse Prevention Month efforts.
- Giving tours of the Alliance For Children centers to help educate the public about the mission and work of the agency.

PROGRAM OVERSIGHT

The Outreach and Training Supervisor is responsible for successfully managing Alliance For Children's delivery of child abuse prevention programs to area children and youth. This responsibility is accomplished by:

- Providing direct supervision of Alliance For Children Community Educators.
- Coordinating the school/community presentation schedules of the Community Educators – maintaining good communication with counselors and other professionals to set up and confirm schedules.
- Marketing prevention programs to new organizations.
- Presenting P.S. It's My Body or NetSmartz as needed in the absence of a Community Educator.
- Working with the Community Educators to update and enhance presentations as needed, keeping an awareness of other quality community programs.
- Writing and delivering the annual evaluation of the Community Educators and making recommendations to the Director of Partner Relations and Training/Chief Executive Officer for compensation.

Knowledge/Skills/Abilities:

- Bachelor's degree in social work, education or related field preferred.
- Minimum of two years' experience working in social services field, education and/or non-profit organization required.
- Work experience beyond the minimum two year requirement may be substituted for the Bachelor's degree preference.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- 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, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. Moderate 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