

**CLACKAMAS WOMEN'S SERVICES
POSITION DESCRIPTION**

POSITION: Prevention Education Volunteer
STATUS: Volunteer
HOURS: Approximately 12 hrs/month
RESPONSIBLE TO: Prevention Education and Youth Programs Manager

Scope of Duties:

Responsible for providing prevention education to community members through conducting presentations to both adults and youth, providing outreach at tabling and resource fairs, and distributing CWS materials.

Specific Responsibilities May Include:

1. Assist Prevention Education Team with research, outreach, and survey conduction.
3. Provide (or help staff provide) presentations on domestic violence, dating violence, sexual assault, stalking to a myriad of people including business members, community members, school administration, faith groups, teachers, and students/youth.
4. Enter pre/post-test data and survey data in ALICE database.
5. Provide outreach at regular tabling events and resource fairs.
6. On your best honor to be available at presentations, trainings, or tabling events. These events are often scheduled in advance, but we don't have regular shifts. Part of being an Education Volunteer is being able to be present for these when they come up as much as possible.
7. Make referrals to community members for educational resources, including our own educational services.
8. Help with community education events such as Domestic Violence Awareness Month and Sexual Assault Awareness Month.
9. Guidance with the information on educational materials, including being part of materials focus groups.
10. Distribute CWS materials and information to businesses, service providers, and community groups, and log materials distribution information.
11. Engage personal communities in conversations about domestic violence, sexual assault, social justice work by discussing articles with family and friends or through social media, through CWS facebook page/blog, or through other means.
12. Work to change systems by *considering* legislative bills or proposals CWS notifies you of, and discussing said bills with your community.
13. Follow all CWS Policies and Procedures.

Qualifications:

- Completed the 40hr. Domestic Violence Advocacy Training.
- Completed an additional 3 hour Prevention Education Training and 3 shadow shifts.
- Ability to work with another facilitator as a team.
- Has the ability to effectively present information.
- Able to facilitate and co-facilitate through a social justice/popular education model.
- Has the ability to lead a presentation by primarily listening and supporting attendees.
- Commitment to raising awareness about violence and the services of CWS.
- Commitment to social change (ending violence against women and children).
- Commitment to address oppression issues that are connected to this work including racism, sexism, homophobia, ableism, ageism, and other prejudicial views.

Signature

Date

Prevention Education & Youth Programs Manager

Date