



Position Description YOUTH PEER EDUCATOR

Agency/Organization:	City of Alexandria Department of Community and Human Services/Alexandria Campaign on Adolescent Pregnancy
Hours/Schedule:	4 Hours/week; 4:00 – 6:00 p.m.; occasional evenings and weekends
Hourly Pay:	\$7.25/hour
Age/Residency Requirements:	14-19 years of age; must live in the of the City of Alexandria
Number of Positions Available:	6

General Statement of Duties:

As part of the Department of Community and Human Services (DCHS)/Alexandria Campaign on Adolescent Pregnancy (ACAP), the Youth Peer Educator will develop and facilitate programs and activities to teach other Alexandria youth on topics related to making healthy life choices and inform others about relevant community resources. The Youth Peer Educator will be responsible for promoting ACAP's youth-led Keep It 360 club and other events and programs. Additional responsibilities include creating social media content, presentations and participating in other city initiatives and leadership/training opportunities.

Duties and Responsibilities

- Attends all trainings/meetings at a date/time to be determined with supervisor and Peer Educator team
- Practices teaching all the assigned content
- Contributes and works with members of the Keep It 360 club to:
 - Plan activities
 - Gather needed materials
 - Promote activities
 - Take attendance
 - Lead activities
- Plans and implements outreach events or initiatives (e.g. speaker events, workshops, tabling events, creative projects)
 - Rehearses presentation
 - Evaluates participation
- Assists in developing creative recruitment strategies for increasing membership in Keep It 360 Club by utilizing video production, graphic design and multimedia marketing

- Develops content for ACAP website, newsletter, social media and printed materials
- Facilitates workshops on range of topics to address teen pregnancy and the following life skills topics:
 - Adolescent development
 - Healthy life skills
 - Healthy relationships
 - Parent-child communication
 - Educational and career success
 - Financial literacy
- Assists with planning and participates in the Alexandria Youth Leadership Conference
- Builds and maintains partnerships with school staff/instructors/youth serving organizations/student clubs to create opportunities for presentations to peers
- Attends ACAP quarterly meetings and other work group meetings as assigned
- Meets performance goals for Peer Educators (to be developed with supervisor) and meets with supervisor on a quarterly basis to track progress
- Follows DCHS policies and procedures
- Performs other duties as assigned

Benefits

- Gain knowledge on sexual health and other related issues impacting adolescents
- Valuable work experience
- Receive training in leadership, team-building and public speaking
- Letters of recommendation
- Opportunities to attend conferences, special events and be recommended for other leadership opportunities
- Friendship, support, fun!!!

Essential Knowledge, Skills and Abilities

- Willingness to speak in public
- Desire to help others and make a difference
- Can commit to working 4 hrs. per week, year round
- Able to work independently and in groups
- Demonstrates responsibility and good communication

Desired Qualities

- Interest in teen health and wellness issues
- Flexible schedule
- Able to work occasional evenings/weekends
- Goal-oriented
- Not afraid to ask questions and try new things



ACAP Youth Peer Educator OFFICIAL APPLICATION FORM

Instructions

To apply, complete this application and send together with a **current resume** to Joy Kone, Joy.Kone@alexandriava.gov or print (if printing, please write legibly) and mail to:

The Alexandria Campaign on Adolescent Pregnancy
123 North Pitt St., Suite 225
Alexandria, VA 22314
Attn: Joy Kone

Applications must be emailed or received in the mail by January 31, 2018, 5:00 p.m. No applications will be accepted after this date and time.

For questions and/or additional information, contact:
Joy.Kone@alexandriava.gov

NAME: _____ GRADE: _____ AGE: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____

EMAIL: _____

SCHOOL: _____

I PREFER TO BE CONTACTED BY: PHONE EMAIL

EMERGENCY CONTACT: _____

EMERGENCY CONTACT NUMBER: _____

Can you commit to working 4 hours per week, year round? YES NO If NO, please explain.

What days are you available during after school hours (4:00 p.m. – 6:00 p.m.)?

Are you available to work occasional evenings and weekends? YES NO If NO, please explain.

List all extra-curricular activities you are involved in:

Do you speak additional languages? YES NO If YES, which ones?

Carefully review the Peer Educator position description & answer the following questions:
Why do you want to become a Youth Peer Educator? What qualities, experiences, interests and future goals do you possess that make you a good candidate? (250- 500 words)

References: Please provide three adult references. References should not be family members but can be teachers, coaches, bosses, counselors, neighbors, adult mentors, etc.

Reference #1

Name: _____

Telephone Number: _____

Company/School: _____

Relationship: _____

Known how long: _____

Reference #2

Name: _____

Telephone Number: _____

Company/School: _____

Relationship: _____

Known how long: _____

Reference #3

Name: _____

Telephone Number: _____

Company/School: _____

Relationship: _____

Known how long: _____