



Position Title: Violence Prevention Intern

Position Description

The Violence Prevention Intern is responsible for assisting with coordination of activities associated with SAFE of Columbia County's sexual violence prevention plan and for organizing community involvement and support for social change throughout Columbia County.

Supervision: This position reports directly to the Violence Prevention Educator.

Agency-Wide Core Competencies:

- Have a commitment to SAFE of Columbia County's mission: *We empower our community to live safe and healthy lives, free from abuse*
- Be able to work well with persons of varied racial, ethnic, cultural, socioeconomic status, sexual orientations, and abilities
- Be willing to work as part of a team
- Have or be willing to acquire training and certification required by SAFE of Columbia County
- Maintain client and SAFE of Columbia County confidentiality at all times
- Collaborate with other social services agencies, schools, and community partners
- Represent SAFE of Columbia County positively in the community, both on duty and off
- Have excellent written and oral communication skills and organizational skills

Qualifications:

- Consent to and successfully complete a background check (If under 18 years old, parental consent and school approval may be accepted in lieu of a background check)
- Complete 40 hours of domestic violence, sexual assault and stalking basic advocacy training.
- Have reliable transportation
- Ability to work independently with minimal supervision
- Ability to work as part of a team
- Spanish-speaking, Bi-lingual, Bi-cultural applicants strongly encouraged

Knowledge of:

- Effective communication with community partners, including children and teens
- Dynamics that promote healthy relationships
- The effects of domestic violence and sexual assault and their root causes
- How to help people in abusive situations
- Trauma informed principles and care

Duties and Responsibilities:

A. Curriculum development and lesson preparation

- a. Assist Violence Prevention Educator with preparing for classes.
- b. Outline and review lesson plans.
- c. Suggest activities and games that coincide with lesson plan to enhance students' understanding of the subject matter.
- d. Prepare materials including making copies of handouts and worksheets.

B. Assist with facilitating healthy relationships classes.

- a. Maintain working knowledge of:
 - i. Qualities and characteristics of Healthy Relationships
 - ii. Self-esteem
 - iii. Anti-oppression theory and practice
 - iv. Bullying prevention and intervention
 - v. Red flags of dating abuse
 - vi. How to help friends in abusive situations
 - vii. Ways to protect yourself from sexual assault
 - viii. Dealing with and managing anger
 - ix. Gender stereotypes
 - x. How women are negatively portrayed in the media
 - xi. Healthy sexuality
 - xii. Sexual education
- b. Engage the students in a positive, friendly, and supportive manner to listen and participate in lessons.

C. Confidentiality: Adhere to SAFE's Confidentiality, Client Records, and Non-Discrimination Policy at all times

D. Documentation/statistics:

- a. Document all outreach and individual contacts
- b. Submit monthly reports and volunteer time-forms in a timely manner
- c. Maintain accurate records of volunteer services and outreach

E. Self-Improvement/Training

- a. Attend monthly training opportunities
- b. Attend regular supervision meeting with the Violence Prevention Educator.

Volunteer Signature

Date