

## Outreach Worker Job Description

**Job Title:** Outreach Worker

**Job Type:** Part Time

**Reports To:** Peer POWER Coordinator

**General Position Summary:** Ensures effective implementation of evidence-based health education programming to community youth aged 9-17. Provides supervision of, and guidance to, high school aged Peer Educators during Peer POWER program sessions. Serves as a liaison between Prevention Works, Inc. and community sites. **Works on average 3-6 hours per week.**

### Principle Duties and Responsibilities:

1. To act as the supervisor during assigned Peer POWER program sessions
2. To model professional, responsible behavior at all times
3. To pick up and drop off program supplies and materials from Prevention Works on a weekly basis
4. To maintain accurate program data records
5. To complete the full program training before working at a program site
6. To attend staff meetings, team meetings, and ongoing trainings
7. To maintain communication with the Prevention Coordinator in regard to site progress
8. To provide other support consistent with job roles assigned
9. To uphold the overall mission and goals of Prevention Works, Inc.

### Minimum Requirements:

1. Should have reliable transportation and phone
2. Should have the ability to commit to attend at least 1 community site (or 3 hrs/wk) regularly
3. Should have experience with and appreciation for working with diverse youth
4. Should have excellent verbal and written communication skills
5. Should have excellent organizational skills
6. Should be able to work effectively with a team
7. Should have a commitment to evidence-based programming
8. Should be drug free and uninvolved with violence or gang activity

**Education:** Graduate of high school. Current enrollment or completion of undergraduate or graduate college courses preferred.

**Qualified candidates should email (preferred method) or mail a letter of interest and resume to:**

[pmohseni@prevention-works.org](mailto:pmohseni@prevention-works.org)

(Please use "outreach worker" in the subject line.)

Prevention Works

Attn: Hiring

611 Whitcomb, Suite A

Kalamazoo, MI 49008

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