

VIOLENCE PREVENTION EDUCATOR (VPE) - JOB DESCRIPTION

The Phoenix Center at Auraria (PCA) and MSCD's Institute for Women's Studies and Services (IWSS)

Purpose: The PCA/IWSS VPE is an MSCD workstudy position. The successful candidate will be trained to provide consistent, thorough information about relationship violence, sexual assault, and stalking, and related topics (gender, women's issues, and sexuality) to the Auraria Campus Community. The successful candidate will be involved in the design of prevention and education programs and their implementation as well as working to implement and support events and programs through the IWSS. This position will act as the liaison between the PCA and the IWSS and will facilitate open communication and collaboration between the two offices as well as providing office hours in both places. The position will actively engage in campus awareness activities, classroom presentations, and educational presentations to various campus groups. The Phoenix Center at Auraria serves the University of Colorado Denver, Metro State College of Denver, the Community College of Denver, and the Auraria Higher Education Center. *This position does not provide crisis response and/or victim advocacy.*

Reports To: Associate Director, PCA and Associate Director, IWSS

Duties:

- 15-20 hours week; August 1 to June 30 (Mandatory 28 hour training in July)
- Participate in the design and implementation of presentation curriculum and awareness programs;
- Participate in at least **ten** presentation/awareness activities (including tabling) each semester;
- Actively seek opportunities for outreach, education, and volunteer recruitment for PCA and IWSS;
- Promote the Institute's PMM scholarship for survivors of gender violence;
- Respond promptly (within 2 days) to any PCA/IWSS requests for volunteers for upcoming events;
- Complete necessary reports documenting services rendered and activities performed;
- Represent the PCA/IWSS in a positive and professional manner;
- Attend weekly PCA and IWSS staff meetings;
- Staff the PCA and IWSS as needed;
- Receive regular ongoing supervision and training individually and/or in a group setting.
- Attend annual IWSS Student Staff retreat in August (date TBD)

Requirements:

- Successfully complete a 30 hour summer mandatory training and additional in service trainings as necessary;
- Must submit to a background check;
- Must be at least 18 years of age;
- Must submit time-sheets to IWSS Program Assistant by the bi-weekly deadlines
- Must have an open and non-judgmental attitude and a demonstrated commitment to diversity;
- Must demonstrate initiative - prior programming/presentation experience a plus;
- One year commitment to the position required;
- Adhere to strict policy of confidentiality;
- Must share program philosophy and remain in good standing with the PCA and IWSS;
- Closure on any issues/victimization with sexual assault, relationship violence, or stalking;

Benefits: The PCA/IWSS VPE will be provided with in-depth and ongoing training in dynamics of victimization and will gain direct experience in providing education to our large campus community on interpersonal violence and issues related to women. VPEs will develop strong presentation, facilitation, and leadership skills through participation in this opportunity.