



AmeriCorps Public Education Assistant Position Description - Dunebrook

Position Title: Public Education Assistant

Location: Dunebrook 7451 W. Johnson Road, Michigan City, IN 46360 is the main location but programming is conducted at area schools/agencies.

Term: 1700 hours (September 2022-July 31, 2023)

Living Stipend up to: \$16,502

Education Award: \$6,495

Supervisor: Shamara Foreman, 219-874-0007 x 348 or shamara@dunebrook.org

About Organization: Dunebrook has over 30 years of experience working in our communities providing support to parents and children to build safer, healthier, happier families through free home-visitation, public education, and child advocacy/forensic services. Our mission is to advocate for children and to provide positive family support and education. Our vision is Every Child: Safe, Healthy, Happy.

About the role: The Public Education Assistant assists the Public Education Coordinator with coordinating and presenting Body Safety, Stewards of Children, and other public education activities. Dunebrook's goal in Public Education is to prevent child sexual abuse by educating and empowering children to self-protect and identify who they can talk to if something happens, by teaching educators, parents and other adults how to prevent, recognize and react responsibly to suspicions or allegations, and by reducing the social stigma through education and talking more about the problem.

Responsibilities:

- Getting trained to facilitate Body Safety programming using all available curricula and getting trained to facilitate Stewards of Children programming.
- Assisting the Public Education Coordinator with Body Safety and Stewards of Children scheduling, presentations, disclosures, preparation, evaluation, data collection, follow-up with schools, and clerical support.
- Representing Dunebrook at community/health fairs and other public education events.
- Maintaining confidentiality.
- AmeriCorps Members are prohibited from fundraising, handling money, and grant writing.

Candidate preferred qualification:

- Strong presentation skills, outstanding interpersonal skills, and ability to engage clientele
- Excellent verbal and written communication skills
- Experience providing services to culturally diverse communities and families



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- Must have valid driver's license, auto insurance, and reliable transportation as frequent travel to schools and other locations for presentations is required.

This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service.



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