



Reach Counseling Prevention Educator and Advocate Intern

Job Description:

This intern is responsible for the delivery of the Prevention Education team presentations, services and responsibilities.

Duties of this role include but are not limited to:

1. Prevention Education
 - a. Traveling and giving presentations in 4K-12 schools within Winnebago, Outagamie and Calumet counties
 - b. Leading activities during presentations that are a part of the Prevention Education program curriculum
 - c. Logging and tracking demographic information from every presentation which is required for the Prevention Education program grant reporting
 - d. Planning, developing and updating curriculum that includes current sexual abuse information and data which aligns with school policies and Reach Counseling Services' mission, vision and values
2. Youth/Teen Advocacy
 - a. Shadowing advocacy with selected mentor and other members of the Prevention Education and Advocacy teams
 - b. Assisting with support groups such as the "Not a Number/Love 146" support group, "HOPE: Hold On Pain Ends" support group, or the "Garden of Growth" support group.
 - c. Completing required advocacy trainings and learning more about what types of services you may have an interest in

3. Volunteer Advocacy
 - a. Completing volunteer advocacy training led by the Volunteer Coordinator
 - b. Signing up for volunteer advocate shifts each month to gain hands on experience with survivors of sexual violence (optional, but encouraged)
4. Professional Development
 - a. Completing additional trainings about services you have an interest in
 - b. Attending and participating in educational conferences and workshops pertinent to school curriculum or Reach Counseling Internship experience
5. Other Duties:
 - a. Completing assigned projects that align with your school curriculum, Prevention Education team needs, agency needs or are of your own personal interest
 - i. Examples:
 1. Parent presentations that provide information and support to our under 18 year old client's parents
 2. Current and relevant social media content for the Prevention Education/Youth and Teen Advocacy social media pages
 3. Creating an online, social media campaign for Sexual Assault Awareness Month (SAAM) in April
 4. Creating new resource pages and updating current resource pages for our Advocacy teams
 - b. Attending routine check ins with supervisor, program manager or mentors
 - c. Assisting with office work such as filing, sorting, tracking, logging, organization and other administration duties
 - d. Performing other duties as assigned by the supervisor

Reports To:

Supervisor: Volunteer and Intern Coordinator and Community Outreach Manager,
Kylene Spanbauer

Program Manager: Prevention Education Manager and Youth/Teen Advocate,
Halie Nabbefeld