

Alice Aycock Poe Center for Health Education

Job Description

Position: **Teen Outreach Program (TOP) Health Educator**

Reports To: **Senior Director of Educational Programming**

Position Summary:

The TOP health educator (HE) delivers consistent, high quality health education to youth in the program. Primarily, the TOP HE will implement Changing Scenes curriculum lessons for a minimum of two (2) clubs per week. The TOP HE will travel to Halifax County on Tuesday and Thursday of each week. Additionally, the TOP HE will work with clubs to execute community service learning (CSL) projects. In conjunction with the senior director, the health educator assists in the research, design and development of health education curriculum and supplemental materials. The health educator assists in the delivery of comprehensive evaluations for students. The health educator is responsible for delivering instructional programs at the Poe Center and offsite, including teacher training, community outreach and development and maintenance of resource materials.

Minimum Qualifications:

- Bachelor Degree in Public Health, Health Promotion, Health Education, Public Health Policy or related behavior science.
- Minimum of two years of health education or related field of behavioral science.
- Demonstrated understanding of the principles of prevention best practices, health education, experiential learning techniques and the art of teaching.
- Demonstrated experience in program implementation and evaluation.
- Demonstrated excellence in written, oral and interpersonal communication skills.
- Excellent presentation and facilitation skills.
- Valid NC driver's license and a clean driving record.
- Must be available to work periodically on evenings and weekends.
- Proficiency in use of educational and office technologies, including, but not limited to Microsoft Word, PowerPoint and Excel.

Preferred Qualifications:

- Current certification as a Certified Health Education Specialist (CHES).
- Trained Wyman Teen Outreach Program (TOP) Facilitator in Changing Scenes curriculum and previous TOP experience.
- Experience working with youth (11-18) and young adults (18-26).
- Experience working with disparate populations, community outreach, community organizing.

Major Duties and Responsibilities:**Program Planning, Implementation and Evaluation**

- Master the course content of the TOP program offered in those areas specified by the Senior Director.
- Seek and incorporate methods of instruction that will enhance and enrich the learning experience. Explore and implement strategies which promote experiential learning.
- Develop and implement on-going evaluation of program effectiveness and preference.
- Work with the Education Team to promote the TOP program.
- Be responsive to the needs of other staff and Board volunteers as time and expertise allows.
- Perform other duties and responsibilities as assigned by the Senior Director.

Knowledge, Skills and Abilities:

- A thorough understanding and mastery of the principles of education (learner-centered, experiential, popular education).
- Experience in curriculum design and development, education, technical writing, and evaluation.
- Ability to make independent decisions and manage various responsibilities with minimal supervision.
- Ability to develop clear, concise program goals, objectives, work plans and reports.
- Ability to work effectively as a team member in a diverse workplace.