



## Job Description

Job Title	Public Education Volunteer
Reports To	Volunteer and Support Line Coordinator, Public Education Manager
Date	August 18, 2017

### Job purpose

Reporting directly to the Volunteer and Support Line (VSL) Coordinator and the Public Education Manager, the Public Education Volunteer will facilitate workshops and presentations on topics related to gendered violence and staff the SASC display in the community. The volunteer will educate participants, provide information about SASC and its services as well as provide emotional support and referrals as needed.

### Requirements

- Ability to facilitate a workshop or staff the SASC display approximately 12x/year; opportunities range on weekdays, weeknights and weekends.
- Must commit to a minimum of 1 year.
- Successful completion of SASC and Public Education training.
- Ability to travel throughout Waterloo Region and transport display materials.

### Duties:

- As an ambassador for SASC, present a professional, respectful image.
- Pick up any needed resources, equipment, etc. from SASC before workshop.
- Staff SASC displays and engage community members to increase their knowledge about SASC services and topics related to sexual violence.
- Provide emotional support and referrals as needed.
- Arrive at least 10 minutes before workshop start time, allowing time to park and get to workshop location.
- If applicable, facilitate workshops to engage people and create “aha” moments.
- Return any equipment or materials promptly to SASC.

### Additional Responsibilities:

- Attend continuing education opportunities to keep skills and knowledge current.
- Respond promptly to communication from the VSL Coordinator and Public Education Manager and communicate updated information (address changes, availability, etc.) in a timely manner.
- Contact the Public Education Manager if scheduled to facilitate a workshop or staff a display and unable to attend.
- Inform the VSL Coordinator of any needed leave of absences or termination of volunteer commitment.
- Work in accordance with SASC’s Mission, Vision and Values.



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### Qualifications

This position requires knowledge of sexual violence, gender-based violence and intersectional feminism. Public Education Volunteers should have a comfort in presenting to groups, large and small. Experience facilitating, public speaking and supporting sexual assault survivors, an asset.

### Working Conditions

Much of the work involves facilitation and public speaking throughout Waterloo Region. The work may involve carrying or transporting heavy display materials (banners, suitcase, AV equipment, etc.)

This job requires ability to respond respectfully to challenges from community members in workshops or at displays. SASC staff is available for debriefing.