



35 Van Wagner Road
Poughkeepsie, NY 12603
Tel (845) 249-4869

Position Title: Community Educator

Reports to: Coordinator of Educational Services

FLSA: Non-Exempt/Part-Time

Nature of Work

Under supervision of the Coordinator of Educational Services, the Community Educator will provide training to individuals and business in Dutchess County on preventing and responding to suspected child abuse. The Community Educator will collaborate with individuals, agencies, and institutions in the community to prevent child abuse and facilitate community education classes.

Essential Functions

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, but represent the primary duties and responsibilities. Educators may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Facilitate Community Education classes at local business, community groups, and schools, both virtually and in-person
- Maintain program materials, evaluations, and supplies.
- Maintain up to date knowledge of mandated reporter requirements in accordance with NYS regulations.
- Bring all concerns and issues to the immediate attention of Coordinator
- Field and schedule client calls, emails, and correspondence regarding implementation of the Community Education Program.
- Participate in all required staff/agency meetings
- Attend conferences and/or training sessions as requested or required
- Stay current with new theories, issues, and evidence-based practices in child abuse prevention
- Assist with preparing of monthly and quarterly reports as required
- Communicate the Child Abuse Prevention Center mission to the community at outside events

Employment Standards

Bachelor's Degree in Human Services or related field with 2+ years' experience in education, group facilitation and/or community engagement. Associates Degree with at least 5 years of experience in education, group facilitation and/or community engagement.



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All applicants will be given a background check.

Working Environment/Physical Demands

Work is performed in an office environment and at various locations throughout Dutchess County; light physical demands; frequent use of a computer. Flexibility with work schedule, ability to work evenings, may be required.

Knowledge and Skills Required

Knowledge of:

- Child Development
- Child abuse, Neglect, Maltreatment
- Record Keeping, Data Entry
- Confidentiality laws and regulations

Skills In:

- Teaching
- Communication, oral and written
- Ability to work with diverse population in non-judgmental manner
- Proficiency with Microsoft Office and database management, and event registration software i.e., Eventbrite
- Effective time management and organizational skills
- Ability to work with a team and independently
- Hosting virtual meetings

What you will Gain

- Paid Vacation, Sick, Personal Time
- Employee Benefits (ie medical, dental, 403b)
- Being a critical part of a hard-working team who share your passion to help children
- Professional Development Opportunities and trainings on crucial topics impacting the welfare of children and families in our region and state.
- The ability to change and save lives; the work that we do prevents and stops the abuse, neglect and maltreatment of children.

The Center for the Prevention of Child Abuse is an Equal Opportunity Employer.