

**Turning Points Network and Claremont Green Dot
Green Dot Coordinator/Prevention Specialist
Job Description 102917**

Turning Points Network's mission is to enhance the safety and well-being of victims and survivors of domestic and sexual abuse and stalking through empowerment and advocacy; to create a community responsive to all victims and survivors through education, outreach and accountability; and to empower the community to establish a safer culture.

Turning Points Network's vision is everyone engaged in preventing domestic and sexual abuse and stalking, and assuring respectful relationships in all homes, schools and communities.

POSITION OBJECTIVE AND SUMMARY

The Prevention Coordinator and Prevention Specialist will co-lead a team of community members committed to making our community a safe place to live, work, worship, and play.

ESSENTIAL FUNCTIONS

- Work with the Claremont Green Dot Planning Committee to implement the community based Green Dot violence prevention program
- Provide leadership and guidance in planning action events, bystander trainings and overviews, and a social marketing campaign
- Recruit community leaders, early adopters, and community residents to attend trainings and overviews
- lead the diffusion of green dot values and inspire others to do likewise
- Become an instructor for bystander trainings and overview talks
- Design engaging materials and copy for events and the media
- Oversee and assist with the day to day operations and tasks of the Claremont Green Dot Program

QUALIFICATIONS

EDUCATION: Bachelor's Degree in a related field.

SKILLS: Strong verbal and written communication skills; be a skilled relationship-builder, capable of fostering collaboration among diverse stakeholders; ability to work with volunteers; highly organized; strong attention to detail; advanced computer skills; ability to effectively manage a wide array of tasks, projects, and responsibilities.

KNOWLEDGE: Earnestly believe that interpersonal violence is preventable; understand the role of volunteers and how to appreciate them; good understanding of domestic violence, sexual assault, stalking and oppression.

TRAITS: Be optimistic and solutions-focused, comfortable speaking publicly, committed to personal growth, open to giving and receiving constructive feedback and capable of inspiring hope; be compassionate, flexible, able to multi-task and quickly move from task to task; be culturally sensitive, non-judgmental, able to present oneself in a professional manner, able to work with a team and value diversity.

Turning Points Network believes in the power of small moments adding up to create safe communities. We all want to live in a place where people are free from violence; each of us just needs to know how we can contribute. We are seeking a visionary and dynamic [Prevention Specialist] who will help individuals in our community to define their small moment and do their part to make a difference.

PHYSICAL AND PSYCHOLOGICAL DEMANDS: The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks under stressful situations and able to consistently function well in a fast-paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use wrist, elbow and shoulder.
- Must be able to talk and hear.
- Must be able to lift or negotiate 40 pounds from time to time and sit and stand for long periods of time.
- Must be capable of frequent travel throughout the county.

Disclaimer: The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

Requirements: TPN requires all employees to have a valid driver's license, proof of insurance and submit to criminal background and motor vehicle driver's license checks; employment may be dependent on findings. TPN employees are expected to honor staff values and practice ethical communication.

STATUS OF POSITION

PART TIME – Hourly/Non-Exempt– Benefits Non-Eligible

REPORTS TO: Executive Director