

Job title	<i>PDHC Common Sense Culture(CSC) Educator</i>
Reports to	<i>Director, Common Sense Culture</i>

Job Purpose

The Educator position focus is to teach a sexual risk avoidance program to middle and high school students and to assist with small group instruction as well as program management.

Staff Supervision

This position will not be responsible for any staff supervision but may have volunteer supervision duties as needed.

Essential Duties and Responsibilities

- Successfully complete training class for PDHC volunteers.
- Successfully complete curriculum training and ongoing staff development training.
- Attend PDHC seminars, educational events and fundraising events and events of the Healthy Choices Education Program
- Teach middle and high school curricula in classrooms as requested
- Teach or assist with small group instruction and activities
- Assist with organization of risk avoidance education activities
- Attend all teacher meetings
- Maintain possession and organization of teaching materials
- Administer pre and post surveys as requested
- Assist with data entry and organization of evaluation materials
- Assist with scheduling of classroom presentations and keep attendance for presentations
- Maintain data needed for grant reports and assist with reports.
- Recruit new schools and classes
- Perform all other duties as assigned

Qualifications

- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, the Employee Commitment statement and the Employee Manual
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church
- High School degree with some college preferred
- Outgoing personality with excellent oral and written communication skills
- Experience in a non-profit organization preferred
- Initiative and creativity with the desire to work on a team
- Experience and sensitivity in working with individual from diverse cultural backgrounds

Working conditions

This position may require attendance at some evening and weekend events as well as working with various denominations and multicultural clients.

Physical requirements

This position may require standing for extended periods of time and lifting up to 40lb. objects on an as needed basis.

Approved by:	
Date approved:	