



United General District 304 is committed to improving the health and quality of life for the residents of the communities we serve. We provide community outreach, fitness, nutrition and bereavement services through our innovative programs. We are looking for energetic, conscientious, detail-oriented individuals who enjoy making a difference, being part of a team and take pride in their work to join our fast-paced office.

Peer 2 Peer Program Assistant (four openings)

Pay Grade: \$15.00/hour

FTE: On-call (2-8hrs/month)

Posted: 4/30/21

Reports to: Chief Operating Officer

Posting Closes: Open until filled

Job Overview:

Peer 2 Peer Program Assistants will work closely with Program Coordinators for the 2021-2022 school year. Program Assistants will help with the ongoing development of the program, lead the Peer 2 Peer trainings and provide ongoing support to youth leaders throughout the North Sound Region. Program Assistants will lead trainings for both middle and high school groups. Program Assistants will participate in trainings and workdays during the Summer of 2021. This is a yearlong grant funded position.

Responsibilities and Duties:

- Participate in professional development (presentation skills, leadership, Science of the Positive, social norms, networking).
- Deliver presentations for the Regional P2P trainings and provide ongoing support to P2P groups.
- Engage in program curriculum evaluation and development.
- Assist with recruitment of youth prevention groups.
- Create and distribute promotional materials.
- Provide resources, technical assistance and tools for youth leaders.
- Other duties as assigned.

Qualifications:

Must be 14 yrs. old and be enrolled in a high school in the North Sound Region (Whatcom, Skagit, Island, San Juan & Snohomish Counties) for the 2021-2022 school year.

Previous experience in Peer 2 Peer. Working knowledge and understanding of current health promotion and prevention practices.

Excellent leadership, attention to detail, communication and presentation skills.

Ability to work effectively with a wide range of people.

Must be effective working both independently and as a part of a team.

Requires flexible time schedule; occasional early morning, evening or weekend hours may be required.

Must be able to work 2-8 hours per month during the time frame of June 2021-June 2022.

Required travel to meetings, conferences and training days. Must have access to reliable transportation.

Strong knowledge and skill in working with Microsoft Office and experience with social media formats.

Current CPR/First Aid card (or get trained in the first 90 days of being hired).

Work Conditions:

General office environment, school settings and community functions. Remote option.

Standard office hours are generally between 7:00 a.m. to 6:00 p.m. with flexible start.

Performing duties and attending events during the evening and on weekends occurs occasionally and is required.

Travelling off-campus to local event sites occurs occasionally and is required.

Required Physical Abilities:

Must be physically able to sit for extended periods of time, up to 8 hours per day.

Must be able to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis.

Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.

May be required to lift up to 25 pounds on occasion.

TO APPLY:

Please visit our website www.unitedgeneral.org for a general application form. You can locate the form by clicking on the "Join Our Team" link under the "Contact Us" tab on our main webpage. Return your application, resume and cover letter that answers the questions below to the following:

Email: hr@unitedgeneral.org

You must submit your application, resume and answer the following questions in a cover letter:

1. *Tell us about your experience in Peer 2 Peer and any ideas you have for improving it.*
2. *Tell us about yourself. What characteristics or qualities do you have that you believe would help you in being a strong candidate for the Peer Trainer position?*
3. *Why do you want to be a Peer Trainer?*

We look forward to hearing from you!

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.