

Outreach Worker Job Description

Accountable To: Teen Link Manager and Teen Link Staff

Length: This position requires a 6-month commitment

Qualifications:

- Outgoing teenager, age 13-20, who is open to communicating with classmates and school administration/staff
- Interest in developing excellent public speaking skills
- Commitment to empowering youth

Responsibilities:

- Attend a monthly meeting, held on the second Sunday of the month from 4:00-5:30 PM
- Complete specific monthly tasks as assigned and discussed at Community Outreach Meetings by Teen Link Staff
- Maintain regular weekly communication via email or phone with Teen Link concerning progress, hours, etc.
- Act as a representative of Teen Link at school
- Verbally keep school counselors, nurses and teachers informed about Teen Link's services
- Participate and help plan monthly outreach projects
- Distribute Teen Link posters, brochures and other materials in your school and community
- Schedule and present Teen Link presentations at your school
- Write articles about Teen Link for your school newspaper
- Organize a Teen Link informational booth during lunch
- Help out with Teen Link booths at fairs in the community