

Harrisonburg-Rockingham Teen Pregnancy Prevention Fall and Spring Internship Positions

GENERAL DEFINITION OF WORK:

Performs functions of the Teen Pregnancy Prevention office required to maintain efficient operation.

TYPICAL TASKS

- Assist Program Director and Program Specialist with planning and implementing all Teen Pregnancy Prevention Programs.
- Help Program Director and Program facilitate Teen Pregnancy Prevention Programs (Baby Think It Over, Vision of You, Healthy Choices Presentations) in the local school systems.
- Help plan the Annual Teen Talent Show (Spring only).
- Help plan the Annual Teen Health Fair (Spring only).
- Opportunities to observe and participate in the grant-writing process.
- Help Communication Specialist plan and implement the media campaign.
- Assist with the planning and implementation of the FutureBuild program.
- Help the Communication Specialist distribute print media (Toilet Talk, posters, and direct mailings).
- Attend Coalition Meetings and other community meetings in order to develop an understanding or collaboration and partnerships.
- Assist with daily program activities.
- Provide information to the public regarding teen pregnancy prevention programming.
- Help write future Toilet Talk Articles.
- Assist with data entry.
- Assist program staff in preparing for school year programming (photocopying, making packets of information for parents, etc.)
- Compile parent address database.
- Help prepare quarterly Teen Pregnancy Prevention Coalition newsletter and mailings.
- Relate to youth and provides positive role modeling.
- Other duties as deemed necessary by Teen Pregnancy Prevention Coordinator.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to organize, plan and conduct youth programming; ability to relate to youth of varying abilities and backgrounds; ability to establish and maintain effective relationships with youth, their families, and agency professionals, office staff, and community members; ability to use a computer and organize information; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Must possess a high school diploma or equivalent, possess a valid VA driver's license, and have experience in service delivery of youth-oriented programming. Students in the Health and Human Service majors (Public Health, Health Communication, Social Work, and Psychology) are preferred.

If you are interested in setting up an interview for an internship with Teen Pregnancy Prevention please contact Katie Baird at 568-6007 or bairdka@jmu.edu.