

2023-2024 Peer Advocacy Site Coordinator Job Description

Peer Advocacy Coordinators plan and implement peer advocacy programs on their school campus.

Essential Duties

Peer Advocacy Program

- Recruit Peer Advocates to be part of the program that may include a club or class.
- Train Peer Advocates
- Implementation of Peer Advocate program on campus that may include:
 - Peer to peer counseling
 - Peer Advocate led classroom presentations
 - School-wide mental health awareness activities led by Peer Advocates
- Meet with Peer Advocates a minimum of 2 times per month for training, planning and implementing school wide and peer advocate opportunities.

Outreach/Administrative

- Educate school administrators, teachers, and other school staff about the Peer Advocate program and services available through the Peer Advocates. This is fulfilled through ongoing communication, including:
 - Meeting with school administrator(s),
 - Brief presentation(s) at staff meetings,
 - Brief presentations(s) at PTA, Parent/Guardian meetings,
 - E-mail communication regarding the Peer Advocate program.
- Record all Peer Advocate activities in activity log

Professional Development (dates, times, and formats of PD are yet to be determined)

- Attend peer advocate training and engage with your site's peer advocates.
- Attend two Site Coordinator check-in meetings within the school year (in-person/virtual).
- We encourage site coordinators to attend other Peer Advocate trainings and conferences as desired.

