

Alcohol/Drug Grant Peer Educator
This is a Stipend Position for One Academic Year

Philosophy:

Alcohol and Drug Grant Educators (ADGEs) strive to provide education that will allow Stockton Students to graduate not only with healthy minds, but with healthy responsible life choices as well. ADGEs work within a college community to promote greater well-being, provide information about specific A/D and related issues, increase awareness of care resources on campus, encourage responsible safe choice-making, and advocate for changing and challenging campus social norms regarding healthy behaviors.

Responsibilities and Expectations:

Under the direct supervision of the Wellness Center, the ADGEs will:

1. Commit up to 10 hours per week toward Stay Safe and Graduate Grant work.
2. Educational Duties include but are not limited to: providing on campus education to Stockton Students in the form of workshops and programming as primary facilitating staff or support, staff tables to present education and information for events such as Alcohol Awareness Week, Lolla no Booza, and Drunk Driver Awareness Week, engage in education/rapport building with community youth at Town and Gown events.
3. Responsible for designated outreach to faculty, campus departments, campus groups and organization in coordination on project requirements.
4. Responsible for student recruitment to events.
5. Responsible for supporting professional staff through outreach efforts in establishing relationships and setting up trainings through phone calls, sending out letters, helping with mailings, and other office duties as assigned.
6. Assist in developing and implementing educational and social programs geared toward education of wellness, alcohol and other drug issues.
7. Involvement in planning and setup/cleanup of events-all degrees of “prep work” (i.e. making posters, flyers, copies, distribution of flyers etc.)
8. Encouraging, outreaching, and connecting to student body to engage students in activities run through the grant. This may involve attending student run meetings and organization to promote Stay Safe and Graduate Activities.
9. Be well versed on topics related to alcohol and drugs.
10. Ability to work and communicate effectively and cooperatively with others.
11. Ability to utilize email, telephone outreach, and meetings to communicate with other peer educators and Wellness Center staff involved in the grant.
12. Organizational skills to manage time and scheduling to attend all meetings and events.
13. Maintaining accurate hours and description accounts for time spent each week for the time sheet resulting in biweekly pay. Inability to manage your times sheet will result in not getting paid.
14. Attend designated meeting with Professional staff for evaluation and feedback.
15. Other duties may be added as necessary.

Confidentiality Requirement:

I understand that the problems and situations that I may be involved with as an Alcohol/Drug Grant Educator are of a personal and confidential nature. I agree to maintain confidentiality by not sharing any specific information regarding persons or situations with anyone other than my immediate supervisor (s). Breaches of this contract are very serious and will result in my termination from the program.

Signature of ADGE/Date

Signature of Supervisor/Date

Qualifications and Application: Please read through and fill out the application.

- Must be a currently enrolled Stockton undergraduate or graduate student in good academic standing.
- Must be a role model for responsible and healthy lifestyle choices and enthusiastic about educating peers on wellness issues. No current or future violations of campus policy are acceptable.
- Must be non-judgmental, responsible, reliable, and act as a resource to students.
- Must possess strong verbal skills and desire to present information to peers.
- Must demonstrate the ability to work with individuals and groups in a leadership capacity.

Application

Contact Information

Name	
Street Address	
City State Zip	
Cell Phone	
Emergency Contact & Phone	
Email Address	

Availability

During which hours are you normally available for assignments? _____

Education

Name of School	Dates Attended	Degree/Diploma/Certification
Stockton College		

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Previous Work Experience

Name of Employer	Job Description	Dates of Employment	Reason for leaving

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a ADGE, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working with us.