



Restorative Practices Program Coordinator

Job Function

The mission of the Center for Restorative Programs (CRP) is to “strengthen community in the San Luis Valley by bridging conflict and repairing relationships.” We are currently hiring a Restorative Practices Program Coordinator (PC) to assist in fulfilling this goal in the school districts of the San Luis Valley. The PC will be responsible for the design, implementation, support, and evaluation of restorative justice programs in school districts. The PC will be responsible for the continued development, implementation, and expansion of restorative practices in Moffat school district, and will provide needed assistance with their Truancy Prevention Program. The PC will be instrumental in developing, maintaining, and strengthening relationships with school districts and personnel, taking and managing referrals from area schools, designing and facilitating training of school personnel, and fulfilling administrative tasks associated with school programs and services. The PC will report to the CRP Leadership, while working closely with all CRP staff. Other tasks may be assigned as necessary.

Job Qualifications

Education:

- Minimum: Bachelor’s Degree or 4 years’ related work experience

Experience:

- Training in group facilitation, conflict resolution and restorative justice approaches preferred
- Experience with youth empowerment models and/or restorative justice/discipline in schools preferred
- Experience with trauma informed care and family focused approaches preferred

Aptitudes:

- Strong organizational, communication and written skills; bilingual Spanish a plus
- Ability to develop community contacts and initiate program delivery in an independent fashion
- Ability to understand and be open to different San Luis Valley cultures and communities, or experience in a similar rural environment with a diverse population and a high level of need
- Ability to work effectively with individuals of different ages and backgrounds
- Ability to work within a team structure and with related program policies/procedures
- Ability to prioritize, respond and adapt to variable program priorities and cycles
- Ability to collaborate with school personnel and families
- Strong commitment to helping build community and repair relationships

Responsibilities

1. Work with other CRP and staff in the School District to design and implement restorative school programming, including:

- Training and support of students and faculty in a variety of conflict resolution approaches: Community circles, re-entry mediation after suspension/expulsion, restorative disciplinary interventions
- Collaboration with stakeholders in the design and implementation of circles and restorative approaches
- Bullying prevention
- Peer mediation training and coaching

- Girls Circle/Boys Council —Work with gender specific groups to empower youth with positive skills and peer relationships
- Creating, enhancing, and supporting district-wide and building specific strategic plans for implementing sustainable restorative practices
- Work with school personnel to identify students who are at-risk for suspension or expulsion
- Case Management for at-risk students
- Connect students, families, community, and schools to resources

2. Work with other CRP staff in the Monte Vista School District to support their Truancy Prevention Program, including:

- Work with school personnel to identify students who are at risk for truancy
- Communicate with students, families, schools, and community partners re: attendance concerns
- Schedule and conduct truancy mediation meetings with students, families, and school personnel
- Connect students and families to resources within the school and in the community
- Case Management for students identified as at-risk for becoming habitually truant
- Develop and maintain constructive working relationships with area school districts and community partners

3. Provide occasional support to other programs of the organization, such as:

- Victim-Offender Mediation (VOM) Program
 - VOM – Facilitate dialogue between juvenile offenders and their victims in order to “make things right” and repair any harm that was caused
- Family Interventions
 - Parent-Teen Mediation – Work with families experiencing more acute conflict to help them brainstorm solutions and creative strategies for addressing the area(s) of conflict

4. Other duties as assigned by the Executive Director

This position is full-time during the school year. Salary is negotiable and based on experience. Competitive Benefits Package available.

Position will remain open until filled, with anticipated start date August, 2018. To apply send cover letter and resume to clarissa@restorativeprograms.org. Please include title of position in subject line of email.