

Teen Court-Volunteer Coordinator

Pay Range: \$50,000 per year

Full Time (40 hours per week), Regular, Non-Exempt, Paid Holidays and Paid Time Off are based on years employed

Hours are 9:00 am to 7:00 pm - Monday and Thursday, with at least two late evenings a week, and alternating Friday 8:30 am - 1:00 pm. Late evenings are required, some weekends may be required. (Schedule subject to change).

Functions as a member of the team with an emphasis in programs for the youth. This position coordinates programming for youth as well as coordinates community relations for the program with the schools and other organizations. Manage volunteers in Forge Evolution through recruiting and supporting individuals throughout the various programs. Also assists with program analysis, reporting, and outreach activities.

General Administration include the following, other duties may be assigned:

- Complete various administrative duties as necessary.
- Restore courthouse rooms after each session (i.e. courtrooms, pre-trial rooms, attorney/client rooms, conference rooms, ect.)
- Additional duties as required.

Program Management include the following, other duties may be assigned:

- Manage volunteers for program needs.
- Coordinate post-sentencing explanation after court sessions (out-processing) including expungement.
- Facilitate specific classes and mediations when necessary.
- Daily payment reconciliation.
- Promote and implement new programs based on best practices.
- Administrate trial preparation - assign, prepare, distribute cases for all Student Attorneys, Bailiffs, Mentors, and Judges.
- Manage the trial process - preparing docket, assist in finalizing Defendant and Juror attendance, and setting up court rooms.
- Supervise all Teen Court hearing sessions.
- Create case folders for Defendants by preparing sentencing documents and providing student volunteers with case information for court sessions.
- Assist with the facilitation of all Forge Evolution programming and attend outreach opportunities as they arise.
- Continuously interact with Parents/Youth/Referral agencies.
- Case Manage youth to provide a supportive network.
- Responsible for the enhancement of Forge Evolution's image by being active and visible among local business leaders, national corporations, and with other professional, civic and private organizations/social media.

- Track sentence completion and coordinate progress with Defendant party as necessary.
- Maintain a working knowledge of significant developments and trends in the field (e.g., what other major organizations are doing).

Volunteer Management include the following, other duties may be assigned:

- Manage training sessions for Volunteers and Facilitators on a regular basis.
- Recruit potential Volunteers- youth and adults for all programs.
- Maintain relationships and communication with Volunteers - Students, Case Managers, Mentors, Judges, Class Hosts, and Community Impact Panel Members.
- Maintain files on Student and Mentor Volunteers and serve as the main contact for all matters relating to Volunteers to include; managing schedules, maintaining Volunteer lists, coordinating Volunteer pool for all public events and meetings, providing recommendation letters. Manage data on volunteer hours.
- Manage Youth Advisory Council.

Program Analysis and Reporting include the following, other duties may be assigned:

- Update files for volunteers.
- Collecting data for statistical reporting on Volunteers.
- Track annual data, analyze, and report on yearly statistics for grants, annual reports, and financials.
- Evaluate and analyze Teen Court procedures to strengthen and improve the organization.
- Assist in updating files, database, records, and other documents.
- Collect data for statistical reporting on youth demographics, youth personal/legal/school history, protective factors data, fundraising, event data, etc.

Relationship Development Outreach include the following, other duties may be assigned:

- Assist in promoting Forge Evolution through presentations and functions within the community.
- Cultivate and maintain relationships with other community organizations, partnerships and donors.
- Actively engage in the strategic planning process.
- Work in partnership with other staff with events, fund development programs, major mailings, and solicitations.
- Assist with Fundraising events

Marketing and Outreach include the following, other duties may be assigned:

- Promote Forge Evolution through presentations and functions within the community.
- Represent Forge Evolution on social media.
- Update website and all electronic media platforms.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Two-year degree from college or technical school; or 4 year related experience/training; or equivalent combination of education and experience. (Preferred)

Required Skills: client relations, ability to quickly adapt to changes, outstanding follow through, detail oriented, excellent oral/written/interpersonal /organizational skills, strong team mentality, and minimum of 1 years' experience with youth (preferred).

Language Ability:

Ability to read, analyze, and interpret court documents and other written communications. Ability to effectively present information and respond to questions from CEO, Staff, Board of Directors, Volunteers, Youth and their Parents.

Reasoning Ability:

Deductive reasoning ability to apply general rules to specific problems to produce answers that make sense. Inductive reasoning ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain confidentiality. Respect for diverse cultures and ability to work and interact with all types of people.

Computer Skills:

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. Proficient in all Microsoft office programs.

Physical Demands:

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Logistical Requirements:

Must pass a criminal background check. Must provide pre- and post-employment drug screening tests. Must provide fingerprint documentation (provided). Must pass an online computer system computer test.