



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

eliminating racism
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ywca

Job Title: **Restorative Justice Intern**
FLSA Status:
Status: P/T
Reports to: Executive Director of Social Services

Job Code:
Job Grade:
Department: Restorative Strategies
Revision Date: 9/30/16

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Restorative Justice Intern will be responsible for assisting in administering the Restorative Strategies program to ensure the program is effective and meets the needs of the community.

ESSENTIAL FUNCTIONS:

1. Assist in the development and implementation of programming.
2. Assist in collecting and summarizing program data and results.
3. Support the school sites with their Restorative Strategies programming.
4. Identify and communicate with community partners regarding the program and outcomes.
5. Conduct research and report on Restorative Strategy models and practices
6. Assist in adapting programs to meet local community conditions and needs.

QUALIFICATIONS:

1. Effective communicator
2. Effective verbal, presentation and listening skills
3. Analytical and problem solving skills
4. Ability to coordinate and implement a community based program
5. Computer skills including Microsoft Word and Excel
6. Stress management skills
7. Time management skills

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.