



eliminating racism
empowering women
ywca

DUBUQUE COMMUNITY YMCA/YWCA

JOB DESCRIPTION

Job Title: Restorative Practices Coordinator
Status: Non-Exempt
Status: PT
Competency Level: Team Leader

Reports To: Executive Director
of Social Services

Start Date: April 2019

RESTORATIVE PRACTICES COORDINATOR POSITION SUMMARY

Under the supervision of the Executive Director of Social Services, the Coordinator is responsible for the oversight of the Restorative Practices Initiative at the Dubuque Community YMCA/YWCA. The Coordinator is responsible for leading the Restorative Practices Initiative to ensure it is effective and continues to meet the needs of the community.

This position is concerned with the coordination and delivery of services in the community. To this end, the Coordinator must have the interpersonal and professional skills to interact with stakeholders from Juvenile Court Services, the Dubuque Police Department, and the Dubuque Community School District, as well as partners from other community agencies. The Coordinator effectively manages and ensures compliance with all aspects of funding for the position. Program development and management skills required. The Coordinator ensures that all goals and objectives are met for the program and must have the ability to clearly document outcomes and data per program outcomes.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree or working toward in Criminal Justice, Social Work, Counseling

Availability: Some evenings and weekends, mostly weekdays

Positive attitude

Eager to learn

Innovative mindset

Diligent work ethic

Collaborative and inclusive

Independent

Strong and effective communicator

Analytical and problem-solving skills

Tech savvy (MS Word, Excel)

Plus:

- Experience recruiting, training and managing volunteers
- Conduct research and report on restorative practice models and strategies
- Assist in collecting and summarizing program outcome data
- Attend regular meetings with Juvenile Court Services, Dubuque Police Department, Dubuque Community School District, volunteers, families, and support staff from community-based organizations
- Assist in adapting restorative strategy programs to meet local community conditions and needs
- Actively participates in YMCA/YWCA events and activities and adheres to the YMCA/YWCA Core Values

- Develop an approved plan for professional development

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- 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.

ESSENTIAL FUNCTIONS

1. Coordinate group conferencing between schools, law enforcement, and juvenile justice system.
2. Educate and collaborate with the community regarding the Restorative Practices Initiative.
3. Coordinate group conferencing training for community volunteers.
4. Recruit volunteers for training and assistance for the group conferencing.
5. Attend staff meetings and trainings as required.
6. All other duties as assigned by your supervisor.
7. Uphold YMCA/YWCA policies for safety, supervision, and risk management.
8. Demonstrate the *Character Counts* values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
9. Demonstrate competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.