Job Title: Youth Court Initiative Coordinator

Background:
In the upcoming 2023-2024 school year, Youth Court Initiative (YCI) will develop ten school-based youth courts in middle and high schools for Pittsburgh Public Schools. Youth courts are student-run programs that operate in classrooms as an alternative to traditional school discipline. The goal of youth court is not to punish misbehaving students. It is to help misbehaving students reflect on the facts, understand the harm their behavior had on themselves and others, and repair relationships.

Youth Court Initiative is a non-profit through a fiscal sponsor. The contract will be with the fiscal sponsor. Primary funding for YCI is through a Pittsburgh School Board Approved proposal, with underlying funding coming from federal ESSER ARPA legislation.

Job Overview:
The Youth Court Initiative Coordinator (YCI Coordinator) will be responsible for managing and coordinating our restorative justice Youth Court program. This includes training and supporting student participants, liaising with school staff and parents, and facilitating restorative justice processes. The ideal candidate has a strong commitment to restorative justice principles, excellent communication and organizational skills, and experience working with youth in an educational or similar setting.

YCI is seeking three YCI Coordinators in total.

Reports to:
YCI program managers

Job Type:
Full-time, contract position. Contract shall begin no earlier than mid-August and end no later than June 14, 2024, with potential to renew contract. Some evenings and occasional weekend work required. Compensation commensurate with prior experience. Compensation shall include paid training.

Skills Required:
Patience and effective communication skills are key. An innovative spirit and curiosity to learn how youth can become a positive resource to reduce school suspensions/expulsions are required.

Responsibilities and Duties:
1. Program Coordination: Manage all aspects of the Youth Court program, including planning, organizing, and facilitating student-led hearings. Training sessions for YCI Coordinators will cover all topics.
2. Training: Train students, school staff, and parents in the principles and procedures of the Youth Court program. This includes providing ongoing support and guidance to student participants. YCI Coordinators will be aided by a 22-lesson plan 5th edition manual and a workbook for students.

3. Outreach and Community Involvement: Coordinate with parents, teachers, administrators, and other community members to ensure broad support and participation in the program.

4. Case Management: Oversee the selection and referral of cases to the Youth Court. Follow up on restorative sentencing activities to ensure completion and assess effectiveness.

5. Evaluation and Reporting: Monitor and evaluate the impact of the Youth Court program on school climate and student behavior. Prepare regular reports on program outcomes for YCI program leadership, school administrators and other stakeholders.

6. Conflict Resolution: Assist in resolving conflicts among students and promoting a peaceful, supportive school environment.

**Qualifications:**
1. Special consideration for candidates with Master’s in Social Work (MSW) and/or teaching experience. Bachelor’s degree in education, social work, psychology, criminal justice, or a related field. Candidates with additional training in restorative justice practices are preferred.
2. Experience working with youth, preferably in a school setting.
3. Excellent communication and facilitation skills.
4. Strong organizational and project management skills.
5. Ability to work effectively with diverse groups of students, parents, and school staff.
6. Understanding of and commitment to restorative justice principles.
7. Ability to handle sensitive information with discretion and always maintain confidentiality.

**Physical Requirements:**
While performing the duties of this job, the employee may be required to stand, walk, sit, use hands to handle or feel objects, reach with hands and arms, and speak and hear.

**Clearances:**
All YCI Coordinators must pass a criminal background check, child abuse clearance and submit fingerprints to the FBI. Vaccination compliance in accordance with Pittsburgh Public Schools guidelines is required.

**Work Environment:**
The work environment is a standard office setting but could include other areas of the school. The noise level in the work environment is usually moderate.

Youth Court Initiative is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

Interested parties must forward their cover letter and resume to info@youthcourt.org.