

Teen Court Coordinator Job Description

Title: Teen Court Coordinator
Location: Communities In Schools Central Office
Reports To: President and Chief Executive Officer
Status: Full-time, 40 hours per week

This is a 12-month position that is contingent upon the availability of grant funding and a satisfactory annual performance review.

Responsibilities

Responsible for coordinating and facilitating evaluation of the Teen Court program, the Teen Court Coordinator works under the supervision of the President and Chief Executive Officer to deliver this diversion program which serves as an alternative to adjudication through the juvenile court/district court system.

Essential Functions

- Coordinate the day-to-day operations of the program, including planning, volunteer training, and implementing/executing procedures for the effective delivery of services while following programmatic guidelines
- Receive and respond to referrals
- Maintain follow-up communication with referral sources, which include juvenile court counselors, school resource officers, school administrators, and law enforcement officials
- Conduct intake interviews with referred youth and their guardians to explain Teen Court requirements and expectations
- Schedule and conduct Teen Court hearings
- Manage relationships with volunteer judges
- Recruit and train youth volunteers
- Track youth compliance with Teen Court sanctions
- Keep records and manage data input per programmatic requirements
- Prepare monthly reports in prescribed format
- Attend monthly JCPC meetings and present monthly reports
- Stay abreast of state trends through the North Carolina Teen Court Association
- Educate prospective referral sources on program scope
- Work collaboratively with other Communities In Schools staff to ensure participants are enrolled in the Communities In Schools program and remain on track to graduate on time
- Attend required trainings
- Other duties as identified and/or assigned

Qualifications

Candidates should have a four-year degree in business, criminal justice, sociology, social work, psychology, or other related human services field and/or equivalent experience. A minimum of an associate's degree is required. Sensitivity to and strong concern for the needs of children, youth, and their families; technological proficiency in the Microsoft Office Suite as well as web-based computing; strong interpersonal, communication, and public-speaking skills; attention to organization and detail; autonomy; valid North Carolina driver's license; and criminal background check and drug screen required. Connection to the local community preferred.

Interested applicants should send a cover letter and résumé, including three current professional references, to Heather Bridges Moore at heather@cisofclevelandco.org. Incomplete applications will not be considered. Application review will begin immediately, and the position will remain open until filled.

The mission of Communities In Schools of Cleveland County is to surround students with a community of support, empowering them to stay in school and achieve in life.