

MAJOR FUNCTION

This is responsible administrative and supervisory work for the overall management and implementation of a youth restorative justice or conflict resolution program at an assigned recreation center. Work includes a comprehensive array of tasks, which include but are not limited to program development, public relations, community outreach, recruitment and training of staff and volunteers, compiling research and reporting of data and development of program manuals and guides. This employee works with considerable independence and is expected to employ sound judgment in the execution of job duties. Work is performed under the general supervision of a supervisor as designated by the department director who reviews work through observation, conferences and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, coordinates, and oversees the daily operations of the restorative justice or conflict resolution program including program activity planning, execution, monitoring and analysis. Monitors, tracks, and evaluates the program performance and effectiveness. Coordinates victim impact classes, community service restitution, and case management components of the program. Recruits, trains and supervises staff and community volunteers to facilitate and assist with the program. Collects and compiles data, analyzes reports and studies, makes statistical analysis of the functions, operations, and programs associated with the program. Researches and/or drafts eligible grants for continued funding of programs. Facilitates community outreach and information dissemination initiatives through public meetings and media related activities. Formulates policies and oversees implementation; directs program utilization, service delivery and intake. Maintains routine records and makes reports as required. Monitors subordinate staff's files for completion and accuracy. May recommend the hire, transfer, promotion, grievance resolution, or discharge of subordinate personnel. Performs related work as required.

Other Important Duties

Attends staff meetings, workshops and conferences. Establishes written partnerships with community stakeholders to foster community service opportunities for program participants. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of restorative justice and conflict resolution principles, theories, and alternative youth sentencing concepts, including industry-wide accepted methods and practices. Knowledge of general administrative practices and management techniques. Ability to assist with the development and installation of management systems and procedures. Ability to organize and interpret program and fiscal data associated with program operations. Ability to conduct independent research and develop long-term strategic plans. Ability to communicate effectively, clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, other agency personnel, and the general public. Ability to impartially carry out the rules, regulations, policies, practices and procedures essential to successful center and program operation. Skill in the use of microcomputers and the associated programs, applications, and software necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in social services, social work, psychology, criminal justice, education or a related field and two years of professional experience in youth services, social services, mental health, public safety or health administration, or teaching; or possession of a bachelor's degree in social services, social work, psychology, criminal justice, education, or a related field and three years of professional experience in youth services, social services, mental health, public safety, or teaching; or possession of a bachelor's degree and four years of staff, administrative, or professional experience in a community service agency or with a health, social service, or public safety related program.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 06-22-10

Revised: 12-03-25