

JOB DESCRIPTION FOR LILLOOET RESTORATIVE JUSTICE PROGRAM CO-ORDINATOR

The Restorative Justice Program Coordinator is responsible for the coordination of the Lillooet Restorative Justice Program, including supervision of volunteers, administrative processes, working with the RCMP, St'át'imc Tribal Police (STP) and other referring agencies, as well as monitoring and evaluating the program. It is a part time position based in the Lillooet Learns office, under the direction of the Lillooet Learning Communities Society (LLCS) Board of Directors.

The core duties of the Restorative Justice Program Coordinator include responsibility for:

- 1. Coordination of referrals to Community Justice Forums and other mechanisms including assessing and assigning cases to volunteer facilitators and supporting facilitators in the arranging and follow up of forums;**
- 2. Develop and maintain collaborative relationships with local agencies, including the RCMP, STP, DFO, Conservation Ministries, schools in SD 74, Chamber of Commerce etc.**
- 3. Preparing reports to LLCS Board and funding agencies;**
- 4. Coordination of the Restorative Justice Steering Committee;**
- 5. Coordination of facilitator and mentor training and recruitment;**
- 6. Coordination of public outreach and education initiatives regarding Restorative Justice in general and the Lillooet program in particular;**
- 7. Representing the RJ program on community committees and at various professional agency meetings;**
- 8. Administration of RJ program records including expenditures, volunteer hours, and confidential case files;**
- 9. Administration support for LLCS Board business, such as mail, telephone and payment processing in partnership with the LLCS Bookkeeper.**

As time and resources allow, the RJ Coordinator may also provide:

- 10. Development of proposals for funding of restorative approaches to address related community needs;**
- 11. Administration of other funded projects as required;**
- 12. Continuing education of self and the facilitation team in relation to restorative principles and practices;**
- 13. Liaise and cooperate with the St'át'imc Restorative Justice Program, the provincial restorative justice coordinator and other restorative justice programs;**
- 14. Monitor developments in restorative justice at the federal level through the Correction Services Canada RJ list-serve;**
- 15. Provide ongoing education about the RJ Program and RJ principles for the referring agencies;**
- 16. Maintain and build the restorative practices library; and**
- 17. Do some volunteer work as a facilitator of Restorative Justice Forums.**

The RJ Coordinator will have the following knowledge, ability and skills:

- 1. Demonstrate passion and knowledge of the principles and philosophy of Restorative Justice;**
- 2. Have suitable post-secondary education and/or equivalent work experience;**
- 3. Demonstrate ability to take initiative, work independently with limited supervision;**
- 4. Demonstrate respect for individuals and groups and an understanding of the St'át'imc and other diverse cultures of the Lillooet area;**
- 5. Thorough understanding and demonstration of sensitive communications style for difficult situations;**
- 6. Training in the Community Justice Forum model or have an education/training plan in place;**
- 7. Demonstrate knowledge of the appropriate handling of confidential information;**
- 8. Demonstrate effective motivation and direction of volunteers;**
- 9. Demonstrate strong interpersonal, listening, and public speaking skills;**
- 10. Demonstrate effective written communication skills;**
- 11. Have experience in organizing events and facilitating meetings and workshops;**
- 12. Have basic financial and administrative skills (preparing and managing budget, expense reporting, report writing, filing, preparation of minutes);**
- 13. Have knowledge and experience writing grant proposals;**
- 14. General knowledge of the criminal justice system, including the judiciary and corrections systems;**
- 15. Have a current criminal record check;**
- 16. Have a reliable vehicle and current driver's license.**

It is highly desirable that the RJ Coordinator have a background in education and/or human rights and/or social work.

A contract will be negotiated for a salary based on experience and skills of the candidate and dependent upon adequate funding being available. The position is to be filled as soon as possible.

Present funding allows for up to 15 hours per week.

Please send a CV and a covering letter explaining your interest in the position to:

**Lillooet Learns
PO Box 588
Lillooet, BC V0K 1V0**

or by email to admin@lillooetlearns.ca

Only short listed candidates will be contacted.

Closing date: 27 Sept 2017.