



**Community Service & Restitution Program Coordinator
2022-2023 Job Description
Communities In Schools Chatham County**

General Duties: *The Community Services & Restitution Program Coordinator is responsible for the implementation of the DPS Community Service & Restitution program. To this end, the Program Coordinator recruits, trains and supervises work site coordinators, inspects community service worksites and oversees and tracks youth's participation in community service work as set forth in the JCPC CSR 2022-2023 Program Agreement.*

Reports to: Program Director

Capacity Building (human resources, professional development, communications, marketing)

- Create Professional development plan Participate in at least one professional development training/activity during fiscal year: Place documentation of attendance in personnel file.
- Engage with 'Board Champions' to promote needs of Community Service & Restitution program
- Include quote or short story showing impact of program services in monthly program report and connect with staff coordinating social media campaigns with stories highlighting CS&R program
- Participate in community outreach throughout year; may include speaking engagements, presentations, attendance at community meetings, with the goal of developing a volunteer network to recruit site supervisors, volunteers or other support for Community Service & Restitution Program
- Create calendar of monthly activities related to Community Service & Restitution and make available to other CIS staff/program participants/board members/community members

Sustainability (funding strategies, financial management, partnership engagement)

- Maintain and /or expand involvement with other agencies/groups/initiatives that provide benefit to Community Service & Restitution youth or CIS of Chatham.
 - Recruit and train at a minimum of four new site supervisors or work sites in 2022-2023
 - Examples of partnerships include: faith-based community, non-profit, and schools
- Follow all screening requirements according to the CIS Chatham Child Protection & JCPC Program Policies.

Impact: school and student supports (site designations and evidence-based programming), community based programming, data collection and evaluation

- Continue to learn best practice approaches to Community Service & Restitution as described by DPS and JCPC CSR Program Agreement
- Familiarity with service/program goals, objectives, and budgets as specified in the 2022-2023 Community Service & Restitution Program Agreements
- Adhere to all program standards/procedures as outlined: JCPC-Policy, Requirements, Procedures and Documents: Section 19 Restorative Programs: Restitution JCPC 7.3; Policy, Requirements, and Procedures Documents
- Coordinate/complete intake and exit interviews for all youth in a timely manner as set forth by the JCPC CSR program agreement requirements
- Responsible for tracking all community service hours and/or restitution payments for youth
- Enter all required youth data into NC Allies upon receiving referral, admission and termination of youth by following required timeframe for each task.
- Attend court planning and juvenile court sessions on a monthly basis.
- Attend all JCPC Chatham County meetings
- Submit monthly reports to court counselor on progress of all active youth.
- Insure all client information is entered in NC Allies on a timely basis. (Six Month Measurable Objectives due January 4, 2023 - End of Year Measurable Objectives due: July 5, 2023.)

- Coordinate work opportunities for Community Service & Restitution Youth and or provide supervision of work opportunities.
- Ensure educational seminars required for youth are planned and implemented, ex: youth group meetings
- Complete Time Sheet at end of each day - work week not to exceed 40 hours per week.
- Complete Monthly Program Report completed by 5th of each month in Google Drive
- Reimbursement for mileage/expenses due 6 business days in new month.

Other:

- Participate in weekly staff meetings
- Assist in general office duties: answering phones, greeting visitors, general office cleaning, watering plants
- Keep personal office cleaned on a weekly basis
 - placing paper in organized piles
 - floor clear, vacuumed
 - Participant files organized, stored in locked filing cabinet
 - trash emptied

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by Executive Director.