

## **Restorative Justice Crew Supervisor**

Reports to: Restorative Justice Program Coordinator

Program: Restorative Justice

Classification: Part-time, School year: Saturdays, non-exempt

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### **Job Summary**

The Restorative Justice Project Payback Crew Supervisor is responsible for establishing and conducting safe, meaningful jobs for a crew of adolescents selected for work experience as part of the community service or restitution programs.

### **Essential Functions**

1. Acts a liaison between the Restorative Justice Program Coordinator, referral agencies and partner organizations within the county.
2. Recommends program design and execution to the Program Coordinator in order to prepare for budgetary requests and program requirements.
3. Ensures that services are provided in accordance with current service contracts and applicable regulations and standards.
4. Establishes relationships with work-site personnel and assesses work-site challenges and opportunities.
5. Supervises Crew members, helping them to learn their respective work responsibilities and tools necessary for completion of each job, as well as fostering teamwork, appropriately resolving workplace and other challenges with an ultimate goal of completing service hours or earning the financial resources to make restitution for their crime.
6. Acts as a role model in word and deed.

### **Secondary Duties**

1. Prepares program activity reports and maintains statistical record keeping for evaluation, fund development and marketing purposes.
2. Assists in identifying public policy initiatives to advance our mission.
3. Provides back-up administrative duties as needed.
4. Other duties as assigned.

### **Qualifications**

1. Experience of at least a year in a human services field; Bachelor Degree in Education, Social Work or similar field is preferred.
2. Excellent communication and organizational skills.
3. Strong interpersonal skills and persuasiveness.
4. Strong presentation skills
5. Knowledge of adolescent behavior, growth, dysfunctional behavior and social problems.
6. Experience working with adolescents and their families.
7. Proficient in Microsoft Office Suite.

*Updated: August 2016*