



**Teen Court DIRECTOR**  
Part-Time

Job Announcement:

Part-time Director position with Boys & Girls Club TEEN COURT. Teen Court is a diversion program based on restorative justice and youth empowerment. It's a real court run entirely by teens. We also hold Attendance Councils, which are peer support groups that help youth who are struggling with school attendance. Our services are in-person.

**Location:** 939 Harris Street, Eureka, CA

**Hours per week:** 25 hours

**Schedule:** Must be available T, W, TH afternoons/evenings up until 6 or 7 pm

Sample schedule

- T 9:30 am - 6:00 pm
- W 9:30 am - 6:00 pm
- TH 10:00 am- 7:00 pm
- Or start later on T, W, TH and work more days

**Compensation:** \$22.00-24.00 per hour

**Reports to:** Boys & Girls Club of the Redwoods Executive Director

**Agency:** Boys & Girls Club of the Redwoods

**Projected Start Date:** SEPTEMBER 1, 2024

**Call with any questions:** 707-444-0153

**Please submit Resume & BGCR Application to:** [smarini@bgcredwoods.org](mailto:smarini@bgcredwoods.org) and [malcorn@bgcredwoods.org](mailto:malcorn@bgcredwoods.org)

**Required:** Must pass 2 background checks and DMV Records check. Must be 21 years old or over.

**See job description and qualifications below.** Application can be found on the Boys & Girls Club website under the ABOUT, then Careers tab: [www.bgcredwoods.org](http://www.bgcredwoods.org)

## **Boys & Girls Club of the Redwoods**

### **Teen Court DIRECTOR JOB DESCRIPTION**

**JOB SUMMARY:** Oversees Teen Court operations and programs with primary concern for program development and implementation; staff development; and budget management; as well as direct client services. The Teen Court Director directly supervises the staff member at the Teen Court program in Eureka, as well as supervises the lead Coordinator in Fortuna.

#### **General Description:**

Under the supervision of the Boys & Girls Club of the Redwoods Executive Director, the Teen Court Program Director is responsible for the overall planning, management, development, coordination, organization and implementation of all Teen Court activities; recruiting and supervising of Teen Court personnel and volunteers, both youth and adult; establishing and maintaining professional relationships with schools, courts, Probation, law enforcement, the Bar Association, community-based organizations, the private sector, and the community at large; and developing and implementing measures to promote program sustainability. The Director will ensure that the Teen Court program adheres to its mission and vision, as well as the mission and vision of the Boys & Girls Club of the Redwoods. The Director will utilize all policies and procedures in order to maintain a positive and relevant presence in the community.

#### **Responsibilities Include:**

- Organizes, supervises, and manages the overall Teen Court Program;
- Supervises and supports the lead Fortuna Teen Court Coordinator;
- Recruits, trains and supervises Teen Court staff, and adult and youth volunteers;
- Provides regular interaction, feedback, and leadership to all Teen Court participants;
- Plans and implements recruitment, training, and supervisory activities for adult and youth volunteers, including a youth Leadership component;
- Promotes and markets programs and events to participants, parents, and community;
- Assists the Executive Director in preparation of the annual budget and maintains regular oversight and fundraising for the Teen Court budget;
- Establishes training programs which ensure participants understanding of confidentiality and court staff roles;
- Provides guidance and support to offenders, parents, youth volunteers, mentor attorneys, and other adult volunteers;
- Establishes and maintains close working relationships with the Juvenile Court judge, Probation and Arcata Diversion officers, school and law enforcement referring agents;
- Provides substance abuse services to referring agents and the community through the YOUth Choose Brief Interventions program;
- Updates and expands restorative assignment options in partnership with a broad spectrum of community-based organizations;
- With the youth Leaders Board, implements improvements and innovations for Teen Court hearings;
- Conducts regular program evaluations, solicits input from participants, and reviews evaluation results with the Executive Director, community partners and the youth Leaders Board;
- Fulfills all administrative functions for Teen Court and provides timely and comprehensive information to the Executive Director;
- Additional duties as deemed necessary to provide a full and complete Teen Court program for both offenders and non-offending participants.

**Skills Required:**

- Ability to listen, motivate, energize, and maintain positive interactions with staff, community partners, youth and parents.
- Ability to supervise and plan for the development and implementation of program activities.
- Knowledge of youth issues, motivational methodology, the court system, school structures and processes, and community networking.
- Ability to communicate effectively in written and oral forms with a diverse group of youth and adult participants.
- Ability to work independently and creatively.
- Must have means and capacity to run job related errands.

**Experience / Education Required:**

- Completion of college with emphasis in related field
- Two years experience working with youth and related issues
- Demonstrated experience in planning, developing, and implementing activities, preferably in court and/or school setting
- Demonstrated experience in developing written documents, grants, etc.
- Demonstrated experience in community relationship building

**Wage/Benefits:**

- This position is considered a part-time 25 hours/week management position, eligible for benefits, and at will employment.
  - Job Type: Part-Time
  - Pay: \$22.00-24.00 per hour
  - Benefits: Accrue 6 days of sick leave yearly. After 6 months 11 paid holidays, accrue 7.5 days of vacation, increasing with years of service. After 1 year 3% Pension contribution