

**New Life Centers**

**School Based Restorative Justice Coordinator (IYC – St. Charles)**

New Life Centers (NLC) provides intensive, community-based mentoring programs for youth ages 12+ in the Little Village, Humboldt Park and Midway communities of Chicago. There are two target demographics of programs: gang-involved youth on probation, and at-risk youth referred through local schools and community agencies. Serving these two populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peace-makers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

This project is a collaborative of the Restorative Justice Hubs and the Illinois Youth Center (St. Charles, Illinois). Partners are located in the neighborhoods with the highest rates of violence, and are committed to hyper-local programming, restorative justice practices, trauma-informed approaches, and principles of nonviolence. The School Based Restorative Justice Coordinator IYC-St. Charles operates as a part of an in-facility team that provides a variety of programming activities to the young men residing in IYC St. Charles. This position will focus on providing peace circles and mediations inside the IYC facility’s school and reports directly to the New Life Center’s IYC ST. Charles Project Coordinator.

**Position Summary:**

The School Based Restorative Justice Coordinator is responsible for establishing and maintaining Restorative Practices for the school community. This position will work closely and build strong relationships with school leaders, teachers, counselors, support staff and students to create a restorative culture. The Coordinator will develop and implement restorative practices protocols and processes within the school, along with assisting with mediations and conflict resolution.

The Coordinator will work Full-Time 40 hours per week, exempt. Salary $41,600 annual. This position includes benefits \*please ask.This person will be on site at the facility in St Charles a minimum of 3 times a week, up to 5 times a week. Having reliable transportation is a must.

This position will begin ASAP.

**Skills & Responsibilities**

* Provide restorative justice conferences and circles with students, teachers, staff and families as needed.
* Develop and implement restorative practices protocols and processes within the school culture; Consultation to school leadership and school teams on the development and implementation of systems and structures for Restorative Practices
* Provide coaching and support to classroom teachers in restorative practice circles.
* Helps problem-solve difficult situations and strategize about conflict mediations (provide needed guidance and follow-up).
* Assists in developing action plans to address training needs.
* Communicates absences to Supervisor and assures appropriate coordination/timely documentation of trained substitutes.
* Oversees the timely implementation of scheduled activities.
* Works to build team morale and cohesiveness.
* Intentionally provides opportunities for IYC staff to engage in services offered to residents where appropriate.
* Assures all necessary documentation is collected and submitted as requested.
* Manages the collection/communication/submission of data related items with team and partner agencies to NLC administration as identified.
* Will communicate with Data Manager on all data needs, reports, submissions, etc. as necessary.
* Will manage all sign-in submission is accurate, complete, and timely.
* Attends all NLC mandatory meetings and any meetings relevant to the successful implementation and supervision of the program as determined (may include RJ Hubs, IYC staff, citywide tables, etc.).
* Meets regularly with the Project Coordinator to discuss progress, challenges, training needs, changes, logistics, etc.

**Required Qualifications:**

* Must be a certified Restorative Justice Peace Circle Keeper
* High School Diploma/GED required. Bachelor’s degree preferred or significant experience working with high-risk, system-involved individuals
* Knowledge of the challenges at-risk youth face and experience navigating those challenges
* Must become a Mandated Reporter
* Must pass a background check; No pending criminal cases or prior convictions for sexual assault, child abuse, or domestic violence
* Demonstrated ability to collaborate with a team of professionals, problem-solve issues, organize events, and meet deadlines.
* Ability to communicate effectively, both orally and in writing.
* Ability to work one-on-one and in groups with high-risk individuals to resolve conflicts and promote prosocial behaviors.
* Experience with staff supervision and/or experience managing a team.
* Familiarity with computers such that employee is able to complete required data entry tasks, communicate via email and complete basic work processing tasks as needed.
* Emotional maturity; good judgment; integrity; tolerance of differing points of view and beliefs; commitment to nonviolence.
* Valid Illinois Driver’s License, valid insurance, and good driving record
* Requires some travel

**How to Apply:**

Please submit the following materials to Victoria App at VictoriaA@newlifecenters.org:

* Cover letter indicating your experience and interest in the position
* Resume
* List of two to three references with contact information (Minimum of 2 professional, Email and Phone number included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "School Based Restorative Justice Coordinator (IYC – St. Charles)" in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*