

YOUTH DIVERSION COORDINATOR JOB DESCRIPTION

Position Title: Youth Diversion Coordinator
Program/Department: Youth Programs
Immediate Supervisor: Director of Youth Programs
Work Hours: Full-time (40 hours per week)
Benefits: Health/Dental/Vision/Retirement

JOB DESCRIPTION:

Responsibilities include but are not limited to the following:

- Must promote a positive / professional attitude to all Volunteers for Youth Justice employees, volunteers, business partners, and clients.
- Employee will have a reliable and constant presence at work.

DATABASE MANAGEMENT

- Pick up and review Diversion cases from the Caddo Juvenile District Attorney's Office.
- Enter every new Youth Programs referral into the client database accurately and promptly.
- Make updates to client entries as needed.
- Distribute the DA cases to the designated Program Coordinator.
- Oversee and monitor the database to ensure data input quality, identify discrepancies, and make corrections.
- Generate reports and retrieve data as requested.

TEEN COURT

- Schedule and lead intake conferences for all Teen Court referrals and their parent/guardians.
- Consult with Director of Youth Programs with questions about the youth's suitability for Teen Court.
- Coordinate and attend monthly Teen Court Program sessions.
- Maintain contact and support with Teen Court clients throughout their involvement in the program.
- Provide support to the school-based Teen Court Programs, assisting with planning activities and special programs.
- Assist with recruiting volunteers to serve in the Teen Court Program. Communicate with school sponsors for potential volunteers.
- Assist in the orientation and training of new Teen Court volunteers.
- Assist in the recruitment of community presenters for Teen Court volunteer training sessions.
- Organize and supervise group events for Teen Court volunteers.
- Maintain an updated community service list for program participants.
- Communicate with referral sources on the outcome of Teen Court referrals.
- Complete monthly progress reports on all Teen Court referrals.
- Assist with the monthly assessments of Teen Court clients' recidivism.
- Administer Teen Court clients' satisfaction surveys upon program completion.
- Implement recognition activities for Teen Court volunteers.
- Assist with all Youth Programs community awareness events, special events, and fundraisers.
- Flexible and willing to fulfill other duties as needed.

QUALIFICATIONS:

- Job experience in clerical and data entry.
- At least 2 years' experience working with youth.
- Must be detail-oriented and possess excellent problem-solving and analytical skills.
- Experience in case management.
- Must be proficient with Microsoft Office applications.
- Must possess excellent verbal and written communication skills.

REV. 8.25.24