

Restorative Justice Circle Keeper Trainee

JOB DESCRIPTION

CLASSIFICATION:	Full-time or Part-time, Non-Exempt
HOURS:	Hours to be determined; occasional weekend or evening hours required
SALARY:	\$18.10 per hour with additional benefits for full-time positions
REPORTS TO:	Programs Director
ASSIGNMENT:	To be determined

POSITION SUMMARY:

The **Circle Keeper Trainee** is an entry level position that offers a transition to the Restorative Justice Circle Keeper I-II-III positions. This trainee position introduces restorative practices and training by observing circles, reading training material, attending weekly case consults, and mentoring with senior restorative justice practitioners. Trainees will progress from observing restorative dialogue circles to facilitating restorative dialogue circles. Dialogue circles create space for reflective dialogue, storytelling, relationship building, and learning skills for communication and healthy relationships. **Circle Keeper Trainees** will be introduced to administrative tasks of tracking program activity and program billing.

This **Circle Keeper Trainee** position has a pay range from \$18.10 to \$20 an hour; commensurate with applicable coursework, experience, knowledge, skills, and abilities directly related to restorative practices. This is a part-time position which may require flexible hours within a weekly schedule.

RESPONSIBILITIES:

- Learn and demonstrate the basic restorative practices and principles.
- Learn and eventually lead restorative dialogue circles with youth ranging from elementary to high school age within a school or other community setting.
- Learn and become familiar with program data, surveys, evaluations, billing, and reporting requirements.
- Maintain case files and documents in an organized and timely manner.
- Maintain harmonious relationships with community partners, including school personnel, government administrators, and law enforcement representatives.
- Maintain harmonious relationships with clients and their families.
- Attend weekly case consultations, staff meetings, and trainings.
- Communicate regularly with immediate supervisor and mentor.
- Work collaboratively with all integral staff members and volunteers.
- Understand and adhere to applicable codes of ethics and legal requirements.
- Other duties as assigned.

EXPERIENCE AND QUALIFICATIONS:

- No circle keeping experience required.
- Interest and desire to learn and practice restorative principles and values.
- A team player with a strong work ethic and positive attitude.
- Excellent verbal and written communication skills.
- Good organizational skills and detail oriented.
- Proficient computer skills and working knowledge of: MS Office products, Google tools, social media platforms and applications.
- Valid driver's license, proof of insurance, and access to reliable transportation.
- Ability to submit and pass a fingerprinting and background check with clearance to work with youth in schools, juvenile detention facilities, and in the community.
- Bilingual and bicultural strongly desired but not required.

ADDITIONAL JOB REQUIREMENTS:

- Ability to submit and pass a fingerprinting and background check with clearance to work with youth in schools, juvenile detention facilities, and in the community.
- Valid driver's license, proof of insurance, and access to reliable transportation.
- Obtain a Mandatory Reporter Certificate within 90 days of date of hiring.
- Complete a Confidentiality Agreement & Conflict of Interest Statement

HOW TO APPLY:

1. Submit a completed and signed application, cover letter, and current résumé by the filing deadline.
2. A résumé without a completed and signed application will not be considered.
3. Send by USPS to the address listed below or email to: veronica@restorativeresources.org with ***RJ Circle Keeper Trainee Recruitment*** in the subject line.

Restorative Resources is an Equal Opportunity Employer and is committed to excellence through diversity.

All employment is decided on the basis of qualifications, merit, & business need.