



Nelson Police Department
Restorative Justice (NPDRJ)

Restorative Action Schools Coordinator
Job Posting



Reporting to:

Nelson Police Department Restorative Justice (NPDRJ) Program Coordinator

Hours per week:

Contract position of approximately 15 hours/ week

Rate:

\$24/ hour

Location:

Nelson BC and surrounding areas

Start Date:

September 15, 2020

Application Closing Date:

August 10, 2020

Job Summary:

NPDRJ's Restorative Action Schools Initiative formally launched in June 2019 as a response to a demonstrated need for restorative justice services in school settings. A part-time, seasonal contract position has been established to accommodate the growing interest in and demand for our services. The program's focus is on implementing the principles of restorative justice together with partner schools. This includes curriculum planning and development with School District 8 (SD8) staff and students, facilitating school-based restorative justice programming (circle series), responding to harm, and offering professional development training on restorative justice practices.

This position largely corresponds with the school year. The contractor will be responsible for service delivery and program expansion.

Duties and Responsibilities

- Work with SD8 staff and administrators to understand the needs of their schools
- Facilitate the Restorative Action circle curriculum (8-12-week circle series) with grades 1-12 on an on-going basis
- Plan and prepare curriculum and delivery for in-person circle work and virtual circles
- Ongoing curriculum research & development for continued quality improvement
- Responsible for responding restoratively to conflict and injustice as it arises
- Make presentations to the SD8 School Board, staff, and Parent Advisory Committees
- Meet, debrief and correspond with school staff
- Organize and co-train professional development workshops for SD8 staff
- Provide updates to the Chief of Police, the Police Board, and the Restorative Justice Advisory Committee as required
- Evaluate Circle Series, presentations, and professional development training
- Complete outcomes-based summary reports on a bi-annual basis
- Meet with students, parents, staff, and administrators as required
- Collaborate with the NPDRJ Coordinator on Restorative Justice Week (November) events
- Liaise with other school-based RJ coordinators around British Columbia and Alberta
- NPDRJ Volunteer engagement, and project-based volunteer management
- Explore funding opportunities and write grant applications
- Attend select NPDRJ Volunteer meetings and trainings

Qualifications:

- Strong working knowledge of, and commitment to restorative justice values and principles
- Ethical interpersonal communication, and strong sense of personal accountability and social responsibility
- Excellent oral and written communication skills
- Bachelor's degree in education, a human-services or justice-related program, or an equivalent combination of education and experience.
- Familiarity with school-based restorative practices
- Demonstrated proficiency in group facilitation with youth in school settings
- Conflict resolution expertise
- A passion for working with youth
- Education and competency in trauma informed practice
- Outcomes-based evaluation skills and experience

- Proficiency with Outlook, Google Docs and/ or Microsoft Office Suite
- Experience with online meeting platforms like Zoom and/ or Teams
- Supervisory experience
- Proficiency with grant application processes

Working Conditions:

- Office-based and schools-based position with ability to work from home
- Capacity to shift to online working conditions as required
- Training provided
- Valid driver's license and vehicle required

This is a contract position with the City of Nelson. Invoices are submitted monthly. A Business License is required (reimbursed expense).

Due to the nature of the work a Police Record Check and Vulnerable Persons Check is required. A high level of confidentiality is also required.

Please provide at least one reference with resume.

Please direct all inquiries and resume submissions to:

rj@nelsonpolice.ca