

TEEN COURT COORDINATOR JOB DESCRIPTION

The Teen Court Coordinator shall be responsible for, but not limited to, the following:

Involving the Teen Court

1. Receives referrals from County Courts, City and County Law Enforcement Agencies, Juvenile Court Services (Probation Dept.) Juvenile Court and Local School Districts.
2. Makes initial contact with youth and parents or guardians to schedule initial interview per Coordinator's schedule
3. Interview Youth and their parents or guardians.
4. Recruitment of teen court panelists in conjunction with school personnel.
5. Training of teen court panelists.
6. Attends all Teen Court trial sessions.
7. Support, encourage and nurture teen court panelists. This includes awarding of certificates, social events, etc.
8. Keep teen court panelists abreast of any changes in state statutes pertaining to juvenile offenders.
9. Follow up with respondents to ensure sanctions are adequately documented and met.
10. Maintains and updates Teen Court manual/guide.
11. Arrange for Teen Court panelist annual training in the fall.
12. Arrange regular mock trial training for teen court panelists.
13. Seek to develop other school sanctioned activities for youth.
14. Responsible for updating and coordinating sanction options.
15. Maintains a confidential filing system for each respondent.
16. Reports statistics annually to the Community Coalition of Forest County.
17. Coordinates youth to attend and participate in the Youth Partners in Civic leadership conference
18. Develop teen court calendar for presentation to youth and community coalition.
19. Report regularly to the community coalition.

Involving the Community

1. Speaking to, but not limited to, the following groups. Expectation of a minimum of two presentations with youth per year.
 - Social Service Organizations -Chamber of Commerce
 - Local Service Agencies -Court Personnel
 - School Officials -Tribal Youth Focus Groups

- School Student Leaders and Student Bodies -Church Leaders
- Parent Teacher Groups at all County Schools
- Law Enforcement Personnel -Other Potential Support Groups
- Community Coalition of Forest County

2. The Coordinator shall be in regular contact with the community media, informing them of Teen Court activities and events.

Pre-Trial Preparations

1. Prepare Teen Court forms and update them when needed
2. Prioritize Cases
3. Assign cases to specific times and courtrooms

Required Training and Experience

Graduation from high school or possession of G.E.D. certificate. Knowledge of the courts system, school system, or juvenile justice system preferred.

Stipend and Other Conditions

\$1200/year (July1-June 30) (Payments of \$300 made quarterly)

Anticipated time commitment 5-15 hours per month

Position responsible to the advisory board of the Community Coalition of Forest County

1 year renewable contract