



Job Title: Fredericksburg Programs Coordinator
Job Classification: Full Time, FLSA Non Exempt
Supervised by: Fredericksburg Regional Program Director

General Definition of Work:

The Fredericksburg Programs Coordinator will provide active support for all programs and operations out of the Fredericksburg office, as directed by the Fredericksburg Regional Program Director, to include support to outside agencies and in house staff to ensure the programs offered through the Fredericksburg Regional Office are of the highest quality. The Fredericksburg Programs Coordinator serves as a class facilitator, substitute facilitator for all classes and programs, to include Community Service and workshops as needed. The Programs Coordinator will serve as the referral point of contact for Victim-Offender Dialogue meetings as well serve as a facilitator for Victim-Offender Dialogue Meetings. Following the direction of the Program Director, the Programs Coordinator will serve as a core member of the Restorative Practices team, and a subject matter expert on the principles and philosophy of Restorative Practices.

The Programs Coordinator will work collaboratively as a member of the programming team to meet the needs of the youth, families, human service agencies and schools, which the Fredericksburg office serves.

The Programs Coordinator will work closely with and foster effective working relationships with area Court Service Units, local schools and human services organization personnel to ensure that the activities of the agency serve the needs of the local community and families residing therein.

Responsibilities

1. Assist the Program Director as guided with reviews, revisions and implementation of current and new programs.
2. Communicate timelines and ensure coverage for classes and programs to all in house programming staff
3. Successfully complete training, becoming knowledgeable with Restorative Justice Practices and Philosophy as well as the RJP programs offered via the Rappahannock Area Office on Youth.
4. Serve as a classroom facilitator; will be knowledgeable of content of all programs offered at the Fredericksburg office. Serve as a substitute facilitator as needed
5. Train incoming Program Staff on course/class content, and class procedures
6. Ensure Materials are prepared for the start of each new class. Communicate specific participant needs to facilitator(s)



7. Serve as the point of contact for school principals and their designees, referring to the Fredericksburg Office for classes and/or programs
8. Receive referrals and coordinate the initial contact, pre-conference, conference, all tracking, agency communication and documentation of school and community Victim-Offender Dialogue Conferences.
9. Serve as a Victim-Offender Dialogue Conference Facilitator
10. Process and enter information into the agency database, including community contacts.
11. Complete other supportive duties as assigned by the FR Program Director.

Knowledge Skills and Abilities

Position requires strong communication, writing organization and interpersonal skills. Position requires the ability to communicate meaningfully and persuasively with youth and adults from a variety of different backgrounds, and the ability to present information to parent and professional groups.

Position requires critical thinking and problem solving skills, flexibility, and high attention to detail; ability to constructively and assertively provide direction and criticism; ability to exercise tact with clients, coworkers, and individuals from area schools, agencies and government offices.

Position requires knowledge of development and implementation of programs. Experience working as a collaborator and as a lead in small scale and large scale projects a plus.

Position requires knowledge and understanding of working with low to higher risk youth and building protective factors and resiliency.

Bilingual, English/Spanish, a plus

Education and Experience

Position requires a Bachelor's degree from an accredited institution or a minimum of 4 years direct experience in delivering, training and programmatic presentations in school and community based settings. Previous experience in group facilitation (teaching) or program development a plus.