



Restorative Partners

A Safer Community Where Everyone Belongs

Job Title: Volunteer Programs Manager

Supervisor: Associate Director

Pay: \$18 - 22/hr

Department: Volunteer Programs

FLSA Status: Non Exempt

Closing Date: May 24, 2019 at 5 PM

Organizational Overview: Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, of forgiveness, of accountability, and of reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion.

Agency website: www.restorativepartners.org

Job Overview: Supervises and oversees Staff Volunteer Team, provides program development, and overall management of Volunteer-led and/or facilitated programs including in-custody and reentry programs and special volunteer projects. This person reports to the Associate Director.

Essential Duties

Management

- Oversees and supervises volunteer programs team: In-Custody Chaplain, Volunteer Coordinator, and volunteer intern team.
- Meets weekly with in-custody staff; creates agendas for these meetings.
- Monitors the health, vitality, sustainability, needs, and concerns of infrastructure and program development throughout the year.
- Work with volunteers to start new programs agency-wide.
- Recruits, invites, interviews and manages volunteer intern team, including bi-monthly meetings, pre- and post-evaluations and adherence to university credit standards/documentation.
- Works in coordination with RP's Administrative Assistant to solicit donations for volunteer programs, pick up or drop off donated items and coordinate recognition for these donations.
- Keeps program supplies organized and maintains inventory.
- Oversees and manages one-time and special clearances at the Jail and Juvenile Hall.
- Monitors contraband/material issues at the Jail and Juvenile Hall.
- Monitors and responds to volunteer issues agency-wide, and manages clearance revocations at both the Jail and Juvenile Hall.
- Assists in processing and debriefing conflict situations.
- Manages small grant writing, implementation, and reporting for in-custody programming.

Administration

- Designs performance objectives, program implementation, and monitoring of programming to meet desired outcomes.
- Assesses organizational need and capacity for volunteers and facilitators.
- Designs and implements initial and ongoing volunteer training.
- Meets weekly with AD to discuss priorities and duties.
- Meets monthly with Restorative Partners' Directors.

- Collaborates with the RP AD in the proposal, development, and scheduling of short and long term program planning, monitors progress, assures adherence to performance goals.
- Updates, maintains, and sends the monthly RP program calendars to all relevant RP staff and Jail and Juvenile Hall liaisons.
- Updates, maintains, and sends the yearly RP program calendars to all relevant RP staff and Jail and Juvenile Hall liaisons.
- Manages monthly invoicing for in-custody programs (including reviewing T4C/MRT invoicing).
- Reviews annual Jail IWF invoice.
- Collects and synthesizes information for RP Newsletter re: volunteer programs.
- Participates in training sessions and workshops.
- Provides general in-custody and clerical support.

Outreach and Recruitment

- Co-facilitates agency orientations.
- Develops outreach plan according to program needs and capacity.
- Supports boothing and other opportunities to engage the community (i.e. church appeals).
- Builds relationships with community partners, and schedules and assists appeals (i.e. Cal Poly, Cuesta, business).
- Recruits and interviews volunteers who inquire about internships and senior projects.

Knowledge & Skills

- Understands and practices a restorative justice approach to the criminal justice system.
- Ability to take initiative and independently plan, organize, coordinate, and implement work in various situations where numerous and diverse demands are involved.
- Ability to organize and plan work and projects, to handle multiple priorities and to anticipate problems and address them proactively. Strong conflict management skills.
- Ability to make independent decisions, maintain confidentiality, and exercise sound judgment.
- Ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Ability to use active problem solving and effective interpersonal skills while interacting with front line contacts and community members: schools, businesses, government, faith organizations, etc.
- Excellent verbal and written communication skills.
- Experience working with diverse populations.
- Ability to consistently demonstrate compassion, empathy, professionalism and accountability.
- Experience in the use of computers, common office equipment (fax, copier, printer, multi-line phone, scanner, etc.), and software systems including Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) and Google Suite (Drive, Sheets, Docs, Calendar, etc.).
- Ability to maintain security clearances in all institutional settings.

Education & Experience

- Bachelor's degree in Sociology, Psychology, or other related field.
- Direct experience working in the social service or criminal justice field.
- One or more year(s) program oversight and management.

Certificates, Licenses, Registration

- CBT i.e. T4C and/or MRT certifications
- Trauma Informed Training
- Motivational Interviewing Training Certification

Benefits:

Health Insurance

Phone Stipend

Mileage reimbursement

Vacation

Sick Leave

