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YOUTH JUSTICE COMMITTEE VOLUNTEER JOB DESCRIPTION

The following job description is intended to convey the nature of the volunteer role as carried out in Youth Justice Committees in Calgary – the operations and additional volunteer roles available will vary from Committee to Committee.

Location: Panel Hearings (meetings with the Young Offender) and Youth Justice Committee meetings are held at local community associations, or at organizations in the communities serviced by the Youth Justice Committee.

Requirements:

- Attend Orientation and Training Sessions;
- Complete Criminal Record Check, provide 2 References and sign an Oath of Confidentiality
- Commit to a minimum 6 month volunteer contribution
- Willingness to participate on (or support) panels as required
- Attend Youth Justice Committee meetings as arranged;
- Attend Youth Justice Committee's Annual General Meeting.

Responsibilities:

- Create and maintain confidentiality;
- Communicate regularly with other Committee members and Panel Hearing coordinators;
- Report any problems or concerns that arise to the Chair;
- Discuss any signs of child abuse or neglect with the YJC Chair;
- Notify the appropriate Committee member if unable to honor any scheduled meeting time (e.g.: YJC meeting, Panel Hearing) as soon as possible prior to time commitment;
- Record all volunteer hours (YJC Panel Hearings, meetings);
- Identify opportunities for youth community service placements in your own community; and assist in building partnerships with those community organizations;
- Assist in developing Youth Justice Committee's resource binder for community referrals and resource information.

Ideal Attributes:

- Philosophy of restorative justice (a response to crime which emphasizes healing the wounds of victims, offenders and communities);
- Advocate for Youth Justice Committees and restorative justice measures (identifying and taking steps to repair harm, involving all stakeholders in the process);
- Effective listening and interviewing skills;
- Able to address differences of opinion in a constructive, problem-solving way;
- Ability to work with a variety of team members;
- Interest in youth and youth issues.

Benefits:

- Personal development;
- Gain knowledge of the Youth Criminal Justice System;
- Enhance communication and listening skills;
- Increase knowledge of community and city-wide resource;
- Opportunity to meet community members with similar interests
- Opportunity to attend personal development training sessions offered through the Calgary Youth Justice Society and the Alberta Solicitor General;
- See direct results of your efforts.

Commitment:

- Attend a volunteer interview and successfully complete the screening steps listed below;
- Attend Calgary Youth Justice Society's Training Session prior to volunteering
- Agree to undertake a criminal record check, reference checks, and an Oath of Confidentiality;
- Participate in a Panel Hearing and attend one Youth Justice Committee meeting within 6 months of completing training;
- Agree to attend Panel Hearings, YJC business meetings, and YJC Annual General Meeting.

Next Steps to Volunteering:

Please complete the "Volunteer Application Form" and return it to:

Tammy McCorkell
Manager, Volunteer Resources and Community Development
Calgary Youth Justice Society
Email: tmccorkell@calgaryyouthjustice.com
Fax: 212-8926