



# **JOB POSTING**

**POSITION(S):** **SCHOOL-BASED YOUTH COURT PROGRAM COORDINATOR**

**LOCATION(S):** Albany High School

**Qualifications:** New York State Teacher Certification Social Studies 9-12  
Knowledge of School Based Youth Court Models  
Excellent communication and interpersonal skills  
Organized  
Excellent written and oral communication skills

**Responsibilities:** The **School-Based Youth Court Program Coordinator** will provide the overall coordination for the development and implementation of the School Based Youth Court at Albany High School. This individual will be responsible for:

- Coordinating the Youth Court Planning Committee – Steering/Advisory Committee
- Working with Planning Committee for Specific Youth Court Program Development using the Youth Court Proposal Grant from Project Safe Neighborhoods.
- Conducting site visit to the Syracuse School District as part of the Specific Program Development
- Coordinating the recruitment of students through announcements and marketing of the program.
- Working directly with the New York State Bar Association Mock Trial Program Coordinator and Youth Court Teacher to coordinate summer student training.
- Coordinating the incorporation of continued recruitment and future training in the Participation In Government Class as part of the Leadership Academy and ultimately as a credit bearing law education course elective
- Recruiting adult volunteers for the training and conducting Youth Court hearings (in-district volunteers, law-enforcement personnel, local and state attorneys and judges, etc.)
- Coordinating and set up of Referral System, Selection of cases and Hearing Sessions for the Youth Court.
- Working directly with the Safe Schools Officer and Building Administration for ongoing development, oversight and implementation of the program.

- Following the guidelines for implementation of the Youth Court grant including oversight of budget, purchasing materials for the program, etc.
- Coordinating with community partners for community service experiences as part of the 'sentences'
- Report to High School Principal
- April 2011 - June 2012

**Deadline for Applying:** March 21, 2011

**Starting Salary:** \$3,500 stipend

**Work Day:** Per APSTA contract

**Apply to:** *Human Resources  
Academy Park  
Albany, New York 12207*

**Date:** March 8, 2011