

## **Job Opportunity Bulletin & Position Description**

### **Volunteer and Education Coordinator– Leon County Teen Court**

**Scope of Work for Volunteer Coordinator:** This position is responsible for coordinating teen officers (attorneys, bailiffs, clerks), jurors, law students, and judges (bar licensed adult attorneys) for Teen Court, a juvenile diversion program. This includes scheduling and tracking volunteer participation in court hearings, activities, and training. The Volunteer Coordinator maintains a database of volunteers, their information, and their volunteer hours. The Volunteer Coordinator creates and prepares necessary documents to maintain accurate record-keeping for statistical and historical purposes. This includes spreadsheets, sign-in sheets, charts, and reports. Other duties include working as part of the Teen Court and Court Administration teams in helping organize and facilitate court hearings, training sessions, special events, out-reach activities, and public relations.

**Scope of Work for Education Coordinator:** This position is responsible for the Teen Court Education Program, serving elementary to high school-aged students, in and around, Leon County. Duties include facilitating in-class court education through developing curriculum and lesson plans; organizing and conducting courthouse field trips; cultivating relationships with teachers and administrators; speaking at local schools about Teen Court and the role of courts in society; coordinating guest speakers and special presentations; recruiting volunteers for Teen Court; and conducting effective public relations. In addition, this position provides regular assistance with Teen Court hearings, Court Administration events, and providing staff assistance where necessary.

**Education:** Bachelor's Degree from an accredited four-year college or university with a major in education, administration, communication, criminology, social work, or related social science AND one year of experience in administrative support or administrative work. Experience working with adolescents, teens, and young adults from diverse backgrounds is a plus.

**Hours of Operation:** Position requires 40 hours per week which includes Tuesday evenings. Office hours are 8:00 a.m. to 5:00 p.m. and Teen Court Sessions are from 5:00 p.m. to 8:30 p.m. on Tuesday evenings. Flex time scheduling for hours worked on Tuesday evenings.

**Knowledge, Skills and Abilities:** Must have the ability to work as a team with co-workers and colleagues. Must have the ability to effectively communicate with adolescents, teens, and adults. Working knowledge and basic understanding of court procedure is essential. Public speaking is required. Ability to communicate effectively in writing and orally. Ability to manage multiple projects, priorities, and activities while meeting deadlines. Ability to exercise discretion when dealing with sensitive situations. Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel, school teachers/administrators, and the public. Knowledge of court operations and administration will benefit the applicant. Must be proficient in the use of Microsoft Office and use of general office equipment. Experience in teaching or in the legal system will benefit the applicant.

**Salary Range:** \$27,274 + Benefits Package (Criminal Background Check Required)

**Other Special Comments:**

- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicant.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.

**To Apply:** Submit a completed current State of Florida Application no later than 5:00 p.m., Monday, August 14, 2017 to:

Office of Court Administration  
Attn: Paula Watkins  
Leon County Courthouse  
301 South Monroe Street, Room 225  
Tallahassee, FL 32301  
Work: (850) 606-4422  
E-mail: watkinsp@leoncountyfl.gov