Job Announcement

Briarpatch Youth Services, Inc. is a private non-profit organization, providing youth development, outreach, counseling, shelter, and supervision services to over 3,000 youth annually.

Job Title: Municipal and Youth Peer Court Coordinator

Job Description: Individuals in this position are responsible for developing, coordinating, and delivering services for the Briarpatch Municipal Court and Youth Peer Court programs.

Qualifications: Requires a Bachelor’s Degree in human services or a related field from an accredited college or university and at least two (2) years of full-time experience working in human service or youth development setting; or the equivalent of four (4) years of full-time experience working in a human services or youth development setting.

Duties and Responsibilities:
- Provides direct supervision of program staff, volunteers, and student interns as applicable including hiring, monitoring work performance, and completion of performance evaluations.
- Recruits adult and youth volunteers for Youth Peer Court sites.
- Oversees Youth Peer Court sessions and assures compliance with program guidelines and expectations.
- Facilitates the intake process for Municipal Court case referrals and coordinates Retail Theft Panels as requested.
- Provides direct services to Youth Peer Court and Municipal Court clients and maintains records of client contacts to include dates of service, services received, discharge status, client demographics, and other information required by the agency or by funding sources.
- Represents the agency at community-based meetings relative to program services as requested.
- Prepares, or assists with preparation of, Municipal Court and Youth Peer Court monthly and annual reports as requested.
- Understands and applies the philosophies of the Balanced Approach to Restorative Justice.
- Performs other responsible and related duties as assigned.

Salary & Benefits: Starting Annual Salary is $35,880 to $40,000. Benefits include: health, dental, life, and disability insurance; paid holidays; SEP and 403B plan; flex spending account; mileage reimbursement; and generous paid time off.

Work Hours: Full-time, 40 hours per week with evening and weekend hours required.

Transportation: Reliable transportation is required.

To Apply: No calls please. Submit a resume with a cover letter by 4:00pm on November 12, 2015 to:

Briarpatch Youth Services, Inc.
ATTN: Jay Kiefer
2720 Rimrock Road
Madison, Wisconsin 53713
or jay.kiefer@briarpatch.org

Briarpatch Youth Services, Inc. is an Affirmative Action/Equal Opportunity employer.