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**PY 22-23 Team UP AmeriCorps  
The Juniper School Position Description**

## **Restorative Practices Coordinator**

**Program Overview:** Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado to focus on improving the lives of community members, from cradle to career. Team UP has been utilizing collective impact initiatives since 2015 to collaborate across sectors and promote communication towards common goals within rural Southwest Colorado communities. Team UP AmeriCorps members provide direct service to improve outcomes in Education, Economic Opportunity & Healthy Futures. AmeriCorps, often referred to as the “domestic Peace Corps,” provides opportunities to improve lives and foster civic engagement all across the country.

The Juniper School (TJS) is a public charter school located in Durango, Colorado which serves approximately 160 students, kindergarten through sixth grade. TJS is a school that nurtures not only academic excellence but also social-emotional intellect. TJS is committed to building an authentic, diverse, and active learning environment for the children of our community. The Juniper School grows the whole child by celebrating and inspiring individuality, academic rigor, mindfulness, curiosity, and compassion for self, others, and the environment. Their vision is to cultivate creative, critical thinkers and compassionate hearts for a better tomorrow.

**Service Position Summary:** The Restorative Practices Coordinator (RPC) will provide comprehensive and culturally competent restorative justice practices and promote positive climate and culture at TJS. The RPC will serve under the day-to-day direction of the Assistant Head of School and the School Counselor to provide restorative circles for identified students and staff. The RPC will provide de-escalation support to individual students as needed. They will initiate, promote and maintain positive relationships with students, parents, guardians, staff, admin, and community partners. They will also develop tracking and accountability systems, review progress, and support improvement.

**Essential Functions (Primary Responsibilities):** Team UP AmeriCorps members engage with organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards Team UP’s and TJS’s goals. These duties include:

- Provide direct service to students K-6 in need of restorative circles to repair harm and reintegrate
- Facilitate (and support the facilitation of) restorative circles/conferencing and mediation when conflict/harm occurs between students, staff, staff and students, families and staff
- Offer teachers and school support staff opportunities for co-facilitation, modeling, observation, and ongoing Restorative Practices support
- Facilitate a student led RJ committee, providing opportunities for, and training of, students as circle keepers.

- Create and maintain a system for student initiated circle requests for upper grades 3-6
- Document Restorative Practices interventions and track impact over time through data collection and analysis.
- Respond to conflicts as they occur with de-escalation support as needed.
- Work collaboratively with Juniper teachers, school counselor, and administration.
- Develop and maintain positive relationships with students and staff as well as the community, families, and relevant organizations leading Restorative Practices.
- Maintain a calm restorative space for students.
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service

**Marginal Functions (Secondary Responsibilities):** Additional tasks include:

- Incorporate restorative practices in unstructured play time (recess)
- Occasional involvement in program design

**Physical, Emotional, and Intellectual Demands:**

- Willingness to learn, adapt, and grow in a position
- Ability to serve independently, take initiative, and be motivated by the projects they are doing
- Compassion and awareness: self-awareness, awareness of cultural differences, social differences and understanding of implicit bias
- Strong commitment to justice, equity, diversity and inclusion
- Patience and empathy for working with young children
- Must be consistent and fair with decisions and actions

**Desired Qualifications:**

- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High School Graduate required (GED accepted,) college graduate or equivalent work experience preferred
- Ability to pass criminal history check
- Reliable transportation & proof of auto insurance
- U.S. Citizenship or lawful permanent resident status required
- **Individuals with lived experience are encouraged to apply**

**Term of Service - Time Commitment:** This is a Three-Quarter Time national and community service position requiring, at a minimum, a total of 1200 hours during the term (approximately 40 hours/week.) The position begins September 8, 2022 and ends May 31, 2023. Flexible hours are required, including occasional evening and weekend commitments. Service on the following dates is required (note that Days of Service dates are subject to change):

- Sept. 8-9: Team UP AmeriCorps Member Orientation
- Sept. 12-13: Host Site Orientation
- October TBD: State-wide AmeriCorps Member Retreat
- Jan. 16th : MLK Jr. Day of Service Event
- March/April TBD: Cesar Chavez Day of Service Event
- Team UP AmeriCorps Monthly Cohort Calls/Meetings: 2nd Tuesday of each month
- Team UP AmeriCorps Trainings (TATs): 2nd Tuesday of Nov, Feb, April, and June (all day)

**Training and Support Provided:** Team UP AmeriCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable, approved trainings. Members will be supervised and supported by TJS's Assistant Head of School, Kristin Harmon ([kharmon@tjsdurango.com](mailto:kharmon@tjsdurango.com)), as well as by Team UP AmeriCorps Program Director, Al Huckins ([alh@unitedway-swco.org](mailto:alh@unitedway-swco.org)). The PY 22-23 cohort of Team UP AmeriCorps members serving throughout the region will act as additional resources and support for each other.

**Location and Service Conditions:** This position is based at The Juniper School, 225 Sawyer Drive in Durango, Colorado. Occasional off site engagement and partnership activities, meetings, etc.

**Benefits:**

- A living allowance of up to \$875/per pay period (twice per month) for an approx. total of \$15,750/9-month Term of Service. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- Health insurance
- Child care assistance (must meet qualifications)
- An education award of \$4564.5 upon successful completion of term of service.
- It is possible to temporarily postpone repayment of qualified student loans through forbearance while serving as an AmeriCorps member
- Mileage reimbursement for travel to required trainings and days of service
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need

**Diversity and Equal Opportunity:** United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual's unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category.

**To Apply:**

**Step 1.** Email a cover letter and resume to Team UP AmeriCorps Program Director Al Huckins @ [alh@unitedway-swco.org](mailto:alh@unitedway-swco.org). Be sure to indicate which position(s) you are interested in.

**Step 2.** Create an account on myAmeriCorps.gov and submit an application to be a [Team UP: Restorative Practices Coordinator](#). **Please complete BOTH steps to apply.**

*\*All positions are contingent on grant funding.*