

**Anchorage Youth Court  
Summer Internship  
Volunteer Coordinator Job Description**

**Location of Position:** Anchorage Youth Court Office, 838 W. 4<sup>th</sup> Avenue, Anchorage, Alaska

**Timeframe:** Start work June 2023, complete work August/September 2023

**Salary and Hours:** \$21 per hour / 20 hours per week, Monday-Thursday

**Reports to:** Executive Director and Legal Advisor

**Program:**

Anchorage Youth Court is a juvenile justice system that empowers students to serve as defense attorneys, prosecutors, and judges in cases involving their peers. It gives students accountability, education, and opportunity to have a positive influence on others' lives while providing the community with an effective and comprehensive alternative justice system

While providing constructive consequences for juvenile offenders, AYC simultaneously offers a civic opportunity for its members. Through this successful after-school program, youth members develop and apply an understanding of the legal process through education, AYC Bar Association membership, and participation in the sentencing hearings. Members may also participate in educational opportunities outside the courtroom, including training, leadership meetings, the AYC Youth Summit, and the annual United Youth Courts of Alaska State Conference. During a typical year, AYC also offers social and educational opportunities, such as visits to the courthouses, the State Crime Lab, McLaughlin Youth Center, the Alaska State Trooper Museum, the FBI building, and the Anchorage Police Department.

The volunteer coordinator is responsible for all aspects regarding volunteers from recruiting and promoting volunteer opportunities, to conveying the organization's purpose to the public. They are also responsible for performing a range of clerical and administrative tasks to support the daily operations of the office.

The ideal candidate would be able to work independently, yet take direction as needed. Function effectively under pressure, maintain a positive attitude, and meet deadlines. We need someone who communicates effectively with youth members, their parents, and others by phone, text, email, and mail. Most communications will be by phone and the successful candidate must be comfortable making and receiving phone calls and communicating by phone

**Essential Job Duties:**

- Engage youth volunteers in peer-based court system and educational programming
- Keep new and existing volunteers informed about the organization and volunteer opportunities. This includes communicating with youth and parents by telephone, text, email, and social media outlets
- Recruit new volunteers through communications with the community and school district
- With AYC's Executive Director and Program Director/Legal Advisor, develop and coordinate youth programming including peer mediation programs; youth mentorship programs; spring and fall classes; annual Youth Summit; United Youth Courts of Alaska State Conference; and other educational opportunities
- Develop and coordinate social events for youth members and their families
- Provide support to the youth Executive Board and ensure that the quarterly Defender newsletter is created
- Co-coordinate our volunteer recognition program and yearly volunteer appreciation party.
- Manage an effective volunteer database at all levels
- Participate in relevant meetings to promote AYC's juvenile diversion and educational program

- Maintain files, update website, email communication, answer phones, and ensure that the office runs smoothly
- Be present during in-person court evenings to provide office coverage
- Fills in for Case Coordinator on an as needed basis.

**Qualifications:**

- High school diploma or GED required;
- Experience working with adolescents;
- Strong organization, communication, public relation, and telephone skills
- Competence in Microsoft Suite programs
- Must pass a background check by the State of Alaska DHSS.

**Work Ethic**

- Finish assignments completely, accurately, and promptly;
- Work independently and meet deadlines;
- Exercise good judgement
- Arrive to work on time and maintain regular attendance;
- Work cooperatively with staff, members, and others;
- Utilize personal development opportunities