

Ridge Meadows Youth & Justice Advocacy Association is a non-profit organization which assists youth in conflict by utilizing *Restorative Resolutions* to promote responsibility, reliability, and resiliency; thereby helping them truly understand the effect their actions and behaviours have on themselves and their community.

As the part-time assistant coordinator, your primary responsibilities will be to work with the program coordinator and:

- Coordinate, oversee, and handle organizational details for community accountability panels and family group conferences
- Assign, communicate, support, and co-mentor with volunteer mentors
- Assist in recruiting, screening, interviewing, and training volunteers
- Maintain and monitor all aspects of youth files
- Assist in procuring services for youth and families
- Assist with all aspects of the association's daily activities

You will have superior communication skills and the ability to establish and maintain excellent working relationships with volunteer mentors, referral partners, and community agencies, as well as the board of directors.

You will be required to work flexible hours and to have your own transportation.

You must be able to obtain and maintain RCMP security clearance.

Experience and education in the fields of Restorative Justice, Child and Youth Care, Youth Justice, or Social Work is required.

A letter of application, resume, and four references can be forwarded no later than 3:00pm, February 17, 2012 to:

Ridge Meadows Youth & Justice Advocacy Association, 11960 Haney Place, Maple Ridge BC V2X 6G1  
or email: [connect@youthdiversion.ca](mailto:connect@youthdiversion.ca) no later than 3pm