

Illinois Department of Juvenile Justice – Youth Advisory Board Coordinator Job Description

Job Title: Youth Advisory Board (YAB) Coordinator

Job Description: The YAB Coordinator will serve as the liaison between the Illinois Department of Juvenile Justice (DJJ), the Vera Institute of Justice (Vera), and the Youth Advisory Board (YAB).

WHAT IS THE YOUTH ADVISORY BOARD (YAB)?

The YAB is a unique and exciting opportunity for youth currently and formerly participating in DJJ's Aftercare initiative to give back and positively impact the lives of youth transitioning from Illinois juvenile justice youth centers back to their communities. YAB will provide a forum for youth currently and formerly in Aftercare to gather and discuss how to improve DJJ's policies, procedures and delivery of services. It is also a means for young people to connect with each other, enjoy exciting activities, voice their opinions and concerns regarding the juvenile justice system – all while building important, critical thinking, advocacy, leadership and professional skills.

Our goal is to have the same young people that receive Aftercare services make up the membership of board. YAB members will serve as the in-house experts that inform DJJ's work and assist in the development of policies and practices that will strengthen the Department's Aftercare services.

WHAT ARE THE RESPONSIBILITIES OF THE YAB COORDINATOR?

The YAB Coordinator will facilitate and maintain working relationships between other YAB members, DJJ and Vera staff. In addition to scheduling and leading all regularly scheduled YAB meetings, the Coordinator will facilitate and coordinate all YAB programming and activities at the Illinois Youth Center – and/or other Illinois juvenile facilities – and represent YAB in meetings with DJJ, Vera and occasionally with outside organizations in various venues.

The YAB Coordinator will be a full-time paid position supervised by two staff: one from Vera and another from DJJ. Due to the responsibilities of the position, there is an expectation that the YAB Coordinator will have a flexible work schedule. The YAB Coordinator's salary will be commensurate with experience.

To Apply

Candidates must submit/complete the following:

- Application form questions (See pg. 2)

Optional:

- Resume/transcript. If you are unable to provide a resume or transcript, please submit a summary of your education, work, and/or volunteer experiences.
- One (1) letter of recommendation. No more than three (3) letters of recommendation will be considered.

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Questions:

1. Please describe your previous or current involvement in the juvenile justice system. *For purposes of this application, previous and current involvement in the Illinois Department of Juvenile Justice system may include diversion, probation, detention, commitment, residential placement, incarceration, and/or aftercare/parole.* **No more than 300 words.**
2. Please describe your short- and long-term professional goals and interests. *What experiences and/or skills are you hoping to learn as a Coordinator? How do these experiences and/or skills relate to your short- and long-term professional goals and interests?* **No more than 300 words.**
3. Please describe your interest in juvenile justice reform. *What changes would you like to see in the juvenile justice system?* **No more than 300 words.**
4. Please describe how your experiences and skills would make you a suitable coordinator for the Youth Advisory Council. *Please see the description of the Youth Advisory Council.* **No more than 300 words.**
5. **Optional:** Please provide any additional information that you'd like the application review committee to consider. **No more than 300 words.**

Please e-mail all application materials to bkline@vera.org. If you have any questions or concerns, please call: (212) 376-4061. Please note that while online submission is preferred, if necessary, application materials may be sent via mail to:

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