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**COORDINTOR JOB DESCRIPTION**

The Teen Court Coordinator shall be responsible for, but not limited to, the following:

**Involving the Teen Court**

1. Receives referrals from Juvenile Court Services (Probation Dept.).
2. Makes initial contact with youth and parents or guardians to schedule initial interview per Coordinator's schedule
3. Interview Youth and their parents or guardians.
4. Recruitment of volunteers.
5. Training of volunteers.
6. Attends all Teen Court trial sessions.
7. Support, encourage and nurture volunteers. This includes awarding of certificates, social events, etc.
8. Keeps volunteers abreast of any changes in state statutes pertaining to juvenile offenders.
9. Originate Substance Abuse Programs, Prevention, Education, and Parenting Skills Workshop, Theft Seminars and any other workshops or seminars required for the Teen Court program
10. Arrange for Teen Court Workshops

**Involving the Community**

Speaking to, but not limited to, the following types or organizations. (Entry to some of these organizations may be obtained by contacting civic leaders.)

* Social Service Organizations
* Service Organizations
* Local Service Agencies
* School Officials
* School Student Leaders
* Student Bodies of all Junior High and High Schools
* Parent-Teacher Organizations within all County Schools
* Church Organizations and Ministerial Associations
* Chamber of Commerce
* County Bar Association
* Law Enforcement Personnel
* Other Potential Support Organizations
1. The Board of Directors and the Coordinator shall be in regular contact with the community media, informing them of Teen Court activities and events.
2. The Coordinator is to assist other communities in establishing Teen Court programs.
3. The Coordinator shall conduct seminars and workshops for school staff and personnel, college and university students, continuing education classes, etc.

**Pre-Trial Preparations**

1. Prepare Teen Court forms and update them when needed
2. Prioritize Cases
3. Assign cases to specific times and courtrooms
4. Assign and mail cases to attorneys at least 10 days before the trial
5. Reschedule any cancellations concerning the attorneys, bailiff, clerk or judges Prepare folders, including all appropriate paper (list what goes in folder) prior to initial interview
6. Prepare mailing labels
7. Prepare Teen Court forms and update them when needed
8. Check with Teen attorneys about availability (at least two weeks before trial) and mail them a notice.
9. Assign cases to specific times and courtrooms
10. Assign and mail cases to attorneys at least 10 days before the trial
11. Call bailiffs, clerks, judges and staff and assign them to cases
12. Assign past defendants to cases
13. Notify bailiff at courthouse of teen court dates
14. Send out summons to
* Attorneys
* Clerks
* Past Defendant jurors
* Bailiffs
* Jurors
1. Keep track of jurors attending
2. Reschedule any cancellations concerning the attorneys, bailiff, clerk or judges
3. Print new nametags
4. Prepare jury list (changes weekly)
5. Prepare envelopes for judges, bailiffs and clerks
6. Assign meeting rooms for defendants for both pre- and post-trial
7. Prepare master schedule for records
8. Arrange for volunteers to help at registration
9. Prepare paperwork for registration desk (please list what is needed)
10. Take registration materials to the courthouse
11. Train volunteers for registration

**The Night of the Trial:**

1. Put up courtroom signs
2. If courtrooms not available, set up county board room as courtroom
3. Get judges envelopes to appropriate rooms
4. Give clerks and bailiffs procedure envelopes
5. Get jury list to attorney for defendant check
6. Have clerk and bailiff meet with judges
7. Have clerk and bailiff make sure that all members for their case are present
8. Coordinate with bailiff and clerk when the session is to begin
9. Get jury list from attorney for excused jurors
10. Take attendance
11. Maintain order in the jury waiting room
12. Check with jurors about conflicts (do this before each trial)
13. Assign jurors to first case - do this with the clerk (do this for each trial, try to mix up jurors so the same jurors aren't together all the time)
14. Distribute information to new jurors
15. Explain procedure and train the new jurors
16. Make sure courtrooms and jury room are back in order
17. Collect signs
18. Collect any nametags that need to be printed from check in desk