

# Lakes Area Restorative Justice Project

## Volunteer Conferencing Facilitator

### Description of Duties



#### **Lakes Area Restorative Justice Project Description:**

LARJP is a community directed, operated and supported project operating in the Crow Wing County area with local law enforcement and schools. *The mission of LARJP is to restore community by involving juveniles who have caused harm, the people who were harmed and the community in a process which addresses the needs of the victim, holds the youth accountable for the damage and responsible to provide restoration, and promotes healing for all.*

LARJP accepts referrals from law enforcement and schools on juveniles who have broken the law, usually minor offenses, and those who have violated school rules. The main activity is a conference involving the persons who caused the harm, those who were harmed and family of and support persons of both as well as appropriate community members. During the conference the offending juveniles talk about what they did, why, and their how they were impacted. The persons who were harmed talk about the impact the behavior had on them and ask any questions they have of the juveniles. Supporters or families of each also share their feelings. After all have understood the motivations and impact, they discuss what the juveniles can do to repair the damage and make better decisions in their lives. Based on this discussion, a written agreement is made with the offending juveniles that will be fulfilled usually in a three-month period. Prior to the conference, volunteers meet with participants to gain information and prepare people for the conference. After the conference, volunteers monitor the terms of the contract. If juveniles successfully complete the agreement, they are freed from further obligations resulting from the incident and will have no court record related to it. If they do not complete the agreement, the case will be referred to the County Attorney for prosecution or back to the school authorities.

#### **Volunteer Requirements**

- Minimum 21 years of age
- No formal education, prior training or experience is necessary
- Complete twenty hours of classroom training as provided by the Project. The training will involve information about restorative justice, the role and responsibilities of being a volunteer, facilitator skills including role-playing.
- Complete a mentoring period as required by the Project.
- Attend no less than four in-service trainings per year
- Have own personal transportation
- A desire to help your community including youth, victims and families

#### **Volunteer Responsibilities:**

- Volunteer approximately ten to fifteen hours per case (when living in the area), and accept 3 to 5 cases per year, most scheduled at the volunteer's convenience. It's expected that some volunteers will be unavailable year round because of work obligations or travel. The project will utilize volunteers when they are available.
- Become familiar with the case by reading case file as provided by the Project and make other contacts as necessary to understand the case.
- Meet with all of the case participants prior to the conference.
- Coordinate, plan and conduct conferences with all the participants.
- Monitor the conferencing contract for the term of the contract and inform the Project Coordinator if the contract terms are not met.
- Maintain the role of facilitator and not counsel or advise any of the participants before, during, or after the conference.
- Maintain complete case confidentiality and remain equally partial to all participants.
- Maintain all required case paperwork, case timelines and communication with Project Volunteer Director or Administrator

**To Apply to be a Volunteer:** All Volunteers must complete a volunteer application and sign a consent form so that LARJP can complete a record check. Applications may be obtained by contacting:

Our Office Assistant Charmaine Shepard at LARJP, 4638 Co Rd 11, Pequot Lakes, MN 56472,  
Call the office at 218-568-4145 or email [office.assistant@larjp.org](mailto:office.assistant@larjp.org) or  
Download the application from our website: [www.lakesarearestorativejustice.org](http://www.lakesarearestorativejustice.org)