



## **Volunteer Facilitator Job Description** ***Community Harm Repair Program***

### **Role of an RJP Maine Volunteer Facilitator**

Volunteer Harm Repair Facilitators create space for people affected by an incident of harm to share their perspectives on what happened and how they were affected. They bring impacted parties together to make things right, and to prevent the harm from happening again. In coordination with an RJP case manager and/or their co-facilitator, they hold restorative processes for each case including initial restorative reflections and subsequent circles. Facilitators meet regularly with their co-facilitator and/or RJP case manager during the active phase of the case to collaborate on next steps forward that best meet the needs of the parties involved.

### **The Volunteer Facilitator's Responsibility to Harm Repair Program Participants:**

*Every volunteer facilitator is expected to:*

- Foster the core values of the RJP Maine Harm Repair Program: Responsibility, Honesty, Integrity, Service to Community, Positive Adult Role Models, and High Expectations.
- Uphold and practice the philosophy and principles of restorative justice by consistently utilizing [Practitioner Core Competencies](#).
- Maintain clarity around the facilitator's role: empowering the voice, choice and dignity of all participants. Refrain from the impulse to try to "fix" or to advocate for your own beliefs about how the harm should be resolved. Be led by the needs and wishes of the parties involved when planning restorative processes, creating repair agreements, and in all communications with process participants.
- During the RJ process, utilize restorative skills to point to the main issues and to balance power.
- Be organized and attentive, sensitive to the needs of all participants, keeping track of time and pace.
- Maintain confidentiality and respect the reputations of all involved.
- Keep commitment to safety at the forefront. If you perceive someone is in imminent danger of causing harm to themselves or others, please report this to law enforcement immediately and to the RJP Maine case manager. If the danger is serious but not imminent, please speak with the RJP Maine case manager as soon as possible to come up with a plan to address the situation.

### **The Volunteer Facilitator's Responsibility to RJP Maine Staff:**

*Every volunteer facilitator is expected to:*

- Participate in a Restorative Mindset Self-Assessment for each case, meeting with co-facilitators and the RJP Maine case manager to discuss strengths and weaknesses in the facilitator role.
- Check in with RJP Maine staff when pressing concerns arise. Discuss openly with RJP Maine staff any feelings of dissatisfaction, confusion, and uncertainty. Declare any conflicts of interest.
- Communicate in a timely and regular manner with your co-facilitator and RJP Maine case manager.
- Attend ongoing volunteer meetings and participate in an annual skills assessment with RJP Maine staff

## **Qualifications:**

*All facilitators should:*

- Be at least 21 years of age.
- Submit a volunteer application, understanding that this also includes a background check. Please speak with a Restorative Justice Manager if there's anything that will show up on there. It doesn't mean that you can't volunteer! RJPM just needs to be in the know in order to best care for the needs of all involved. Talk with RJPM staff about anything that comes up.
- Be mature, reliable, trustworthy, and emotionally stable.
- Not abuse drugs or alcohol.
- Have sufficient free time available to meet program requirements.
- Have attended Foundations and Harm Repair training, as well as a Harm Repair Program Facilitator Onboarding.
  - *Please note: RJPM is dedicated to making volunteering as accessible as possible for anyone who wishes to engage, while also holding high standards for restorative practice. For those with historic affiliations with RJPM's volunteer program or for those whose schedule prohibits them from engaging in the full training progress, case-by-case decisions will be made in consultation with the individual, the relevant Harm Repair Manager and the Program Director.*

*Effective facilitators possess a number of skills and qualities. Volunteers will already have some of these skills, and others they will develop through the work. They include:*

- Capacity for empathy, compassion, optimism, humor and self-reflection.
- Clearly demonstrated pro-social skills.
- Ability to foster trust and build rapport with people from diverse backgrounds.
- Comfort with silence.
- Comfort with displays of emotion.
- Effective communication skills.
- Good listening skills.
- Organized, with attention to detail.
- Ability to deal calmly with unexpected situations.
- Ability to stay present.
- Ability to work independently.
- Attention to self-care.

- Knowledge of community resources.
- Creativity, Confidence, Persistence, and Patience.