

**KITSAP COUNTY JUVENILE DEPARTMENT  
VOLUNTEER POSITION DESCRIPTION**

- TITLE:** **Community Diversion Board Member - Offender Unit**
- VP SUMMARY:** Participates as a member of a community board that meets with minor juvenile offenders and their parent(s) and/or guardian(s) for the purpose of explaining and offering a Diversion Agreement as an alternative to Court proceedings.
- VP DUTIES:** May consist of but not limited to:
- Reviews case history of youth.
  - Interviews youth and parent(s) and/or guardian(s) as to the offense.
  - Determines (with other board members) the consequences designed to hold the youth responsible for his/her actions and provide accountability to the community and to the victim.
  - Presents consequences to the youth and his/her parent(s) and/or guardian(s) in the form of a Diversion Agreement.
  - Completes necessary forms and informational data sheets.
- TRAINING,  
EDUCATION,  
EXPERIENCE:** Minimum of High School graduate or equivalent.  
On the board training with the Community Board Monitor.  
General Knowledge of the Juvenile Justice System or the desire to gain such knowledge.  
Thorough study of the Diversion manual.
- ABILITIES:** Motivation with the ability to follow directions and learn assigned task.  
Ability to maintain confidentiality.  
Ability to be objective and to treat each case individually.  
Ability to work in a group process.  
Ability to be organized.  
Ability to be flexible.  
Ability to be a positive role model.  
Ability to respect cultural diversity.  
Ability to communicate effectively, both orally and in writing.  
Ability to acquire a working knowledge of the legal aspects of Diversion.  
Ability to maintain good working relationship with Juvenile Department Staff, other volunteers, and the community.
- REQUIREMENTS:** Must have interest/concern for youth.  
Must be able to pass a background check through the County Prosecuting Attorney's Office and the Washington State Patrol.  
Must be dependable.  
Must review and follow all Diversion Services Policy and Procedures.
- VP  
RELATIONSHIPS:** Supervised by the assigned Community Board Monitor
- COMMITMENT:** Must receive orientation to the Kitsap County Juvenile Department.  
A minimum of a six month Community Diversion Board Member commitment.