

# West Hawaii Mediation Center

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## Job Description

**Title: Conflict Resolution Coordinator**

Reports to: Executive Director

Status: 32 hours/week, Exempt

Prepared on: July 11, 2018

**Summary:** The Conflict Resolution Coordinator (CRC) is responsible to maintain, assess, and build conflict resolution programs in West Hawaii communities consistent with the organization's mission and strategic plan. Coordination includes oversight and implementation of our Peer Mediation Program, Community Conflict Resolution training and facilitation, and building effective partnerships and programs that aid in promoting conflict resolution as a catalyst for positive change. The CRC works closely with the Executive Director to both secure funding for CR programs and CR program development.

### **General Duties:**

#### *Peer Mediation Program*

- Develop Annual Budget for Youth Programming in concert with the Executive Director
- Write Grant Proposals and complete grant reports to meet fund requirements in concert with the Executive Director
- Work in conjunction with the E.D., the DOE, and other program partners to ensure proper implementation, support, and funding.
- Develop and deliver effective and age-appropriate CR education curriculum and peer mediation training to grade K-12 students, school administrators, counselors, and others as necessary in partner schools
- Evaluate training programs and curriculum and modify as needed. This includes, but is not limited to, School-wide conflict surveys, training evaluations, mediator evaluations, disputant mediation evaluations, and sustainability criterion for all middle and high school programs.
- In conjunction with the Case Manager, develop and maintain a cadre of adult volunteer mediators who assist with middle and high school mediation training.

#### *Community Conflict Resolution:*

- Assess the feasibility of providing mediation between administration, teachers, and families within a school setting.
- Aid the E.D. in Community Outreach and education opportunities
- Identify community conflict needs
- Commit to providing appropriate, culturally sensitive and competent programs for identified West Hawaii communities and individuals.

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- In conjunction with the E.D. asses and develop organizational capacity to meet identified conflict needs; including volunteer recruitment, funding, training, etc.
- Work in conjunction with the E.D. to develop group facilitation services.