**WDRC_LETTERHEAD**

**AmeriCorps Position Opening: Youth Conflict Resolution Education Specialist**

The Whatcom Dispute Resolution Center (WDRC) seeks a dynamic and creative AmeriCorps Member to provide specialized training in conflict resolution and communication in schools, the juvenile justice system, and other community agencies.

**About the WDRC**

The Whatcom Dispute Resolution Center is a local 501(c)3 nonprofit organization serving the people of Whatcom County since 1992. Our vision is *for Whatcom County to be a community in which people approach conflict in creative and healthy ways*. Our mission is *to provide and promote constructive and collaborative approaches to conflict through mediation, training, facilitation and community education*.

**About the Youth Program**

Striving to normalize conflict, the Youth Program provides specialized trainings that build the capacity of young people to better manage conflict as it arises, and to learn skills to minimize the possibility of conflict escalating.

**AmeriCorps Youth Conflict Resolution Education Specialist Position**

This position serves an integral role at the WDRC. The Member is responsible for supporting the Youth Program Manager to coordinate and implement conflict resolution workshops and classroom presentations in partnership with local schools, Whatcom County Juvenile Court, Teen Court, and social service agencies. Each year, with the help of our Member, we serve hundreds of youth throughout the County, working with every school district and more than 15 individual schools and community agencies. This full time, 10.5 month position **begins September 1st, 2018** and ends **July 15th, 2019**. Position is contingent on funding.

**Responsibilities**

1. *Youth Workshop Coordination and Facilitation:* communicate with program partners; conduct intake for trainings as appropriate; convene and facilitate numerous conflict resolution workshops; creatively address individual needs within each workshop to ensure the learning objectives are met; design/research workshop curriculum; help with registration, set up, and take down for trainings.
2. *Outreach:* represent the Youth Program at community agency meetings as needed; promote the Youth Program and National Service; conduct outreach through tabling and presentations at various events; take a lead role planning and running WDRC's annual Peaceful Poetry Youth Contest; contribute towards the development of specialized partnerships, including Restorative Practice initiatives and outreach for Parent-Teen mediation; collaborate with staff and volunteers to support outreach events.
3. *Volunteer Recruitment and Management:* assist volunteer coordinator with outreach efforts for volunteer positions; participate in volunteer application and selection process; manage Youth Program volunteer activities; keep accurate records of volunteer service.
4. *Reporting and Evaluation:* ensure workshop participation and evaluation data is captured accurately; fulfill AmeriCorps Member reporting requirements, keep accurate record of hours served and trainings attended.

***(Additional information on back)***

**Position Requirements**

1. Must be at least 18 years old at the start of the program year (September 1, 2018)
2. Must be able to serve fulltime (40 hours a week for 10 ½ months) Sept 1-July 15th 2019
3. Be a US citizen or lawful permanent resident
4. Must pass criminal background checks and not be listed on the National Sex Offender Public Registry
5. Flexibility, including ability to serve early morning, evening and weekend hours as needed (including some holidays such as MLK day and Memorial Day weekend)
6. Experience working with K-12 youth
7. Experience with public speaking and/or group facilitation
8. Bachelor’s degree in teaching, recreation, psychology, sociology or related field preferred
9. Strong sense of initiative, sense of humor, and compassion
10. Demonstrate strong written and verbal skills
11. Be highly organized; adhere to deadlines and be proactive toward meeting goals
12. Belief in and understanding of our mission; familiarity with mediation and conflict resolution
13. Ability to enlist support, delegate, and work effectively with volunteers
14. Enjoy working with challenging client populations; ability to maintain composure when working with escalated individuals
15. Be comfortable taking responsibility for leadership as well as serving in a supportive role
16. Able to provide own transportation to sites throughout county

**Benefits of AmeriCorps State and National Service**

1. A monthly living stipend of $1,307.82 before taxes
2. $5,920 education award upon completion of term with a minimum of 1700 hours of service
3. Health insurance
4. Professional development
5. Student loan forbearance and deferment during service
6. Subsidized childcare if needed

**To Apply:** Send or drop off: **cover letter, resume, and 3 references** to Emily Machin-Mayes, Youth Program Manager, Whatcom Dispute Resolution Center, 13 Prospect Street, Suite 201 Bellingham, WA 98225.  *Note:* ***An electronic AmeriCorps Application is also required****. This is a separate application and needs to be directed to our program site. Visit* [*http://www.nationalservice.gov/programs/americorps*](http://www.nationalservice.gov/programs/americorps) *to create a profile, search for position and apply online. Search terms: AmeriCorps State / National, Washington State, Whatcom Dispute Resolution Center, WSC.*

*Open until filled, however* ***priority will be given to applications received by 5 pm on June 15th****. We thank you for your application, but only applicants under consideration will be contacted.*