

POSITION: REGIONAL DIRECTOR (Skagit County)

IMMEDIATE SUPERVISOR: Senior Director
PROGRAM: Dispute Resolution Center (DRC)
HOURS & SALARY: Part Time (24-29 hours/week); \$26 - \$28.50 per hour
DATE: September 2016

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

GENERAL FUNCTION:

Direct the overall administration and supervision of staff and volunteers as well as monitor budget and overall funding to include grant writing and compliance and presentations primarily in Skagit County. Coordinate program activities with other DRC program areas as required. Represent the Agency and the Program in the community. Responsible for developing & presenting various training programs for the DRC. Contribute to marketing and outreach presentations and to overall strategic and long-range planning activities of the DRC and the sustaining of current and future grants.

QUALIFICATIONS:

- Master's degree or equivalent plus 3-5 years experience in Dispute Resolution and Mediation.
- Highly developed interpersonal skills with the ability to work enthusiastically and cooperatively with staff, volunteers and community.
- Experience as a mediator, trainer and administrator.
- Experience managing staff & volunteers.
- Experience & knowledge in the field of conflict resolution as well as mediation, facilitation and training.
- Excellent written and verbal communication skills.
- Experience with Microsoft Office software.

PRINCIPLE ACTIVITIES:

- Develop, implement, and monitor goals and objectives for Skagit programs, working with Senior Director as needed.
- Develop and market DRC programs as indicated.
- Supervise coordination of Youth Programs, Case Management, and Small Claims Court Programs.
- Serve as liaison with District Court, Superior Court, Juvenile Court, and outside agency mediation referral sources.
- Seek out new program opportunities and funding options through community partnerships, grant writing, donations, fees for service etc.
- Assist the Senior Director in all aspects of DRC administration for the Skagit office.
- Attend DRC Management meetings.
- Supervise staff, volunteer mediators, activities and programs.
- Supervise volunteer mediator professional development and volunteer recognition efforts.
- Maintain a quality assurance program including a system for evaluating individual mediators and interns. Provide guidance & skill development to mediators. Supervise and monitor mediations & mediators.
- Work with judges, courts & volunteers in the small claims court setting.
- Oversee and maintain files, computer data and preparation of reports.
- Qualify & perform as a certified mediator.
- Coordinate, develop & enhance other projects/programs as assigned.

JOB DESCRIPTION

If you wish to apply for this position, please email your resume and cover letter to:

recruiter@voaww.org

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.