



WESTERN WASHINGTON

POSITION: TRAINER/ OUTREACH

IMMEDIATE SUPERVISOR: Director of Operations
ASSOCIATION: Dispute Resolution Center
HOURS & WAGES: Full Time/ DOE
DATE OF DESCRIPTION: September 2015

GENERAL FUNCTION: Promote and administer training programs, community outreach and conflict resolution skills. Work with other DRC trainers to develop a wide variety of training programs and act as trainer in these same programs.

QUALIFICATIONS:

- Experience in training, presentations, project coordination, public speaking, public relations and mediation.
- Experienced mediator and demonstrated belief in alternative dispute resolution processes.
- Bachelor's degree or equivalent experience desired.
- Effective written and verbal communication skills.
- Experience developing training curriculum.
- Ability to be the Dispute Resolution Center Ambassador to the community by developing community relationships.
- Highly developed interpersonal skills with the ability to work cooperatively with staff, volunteers and community.
- Ability to prioritize and work independently on complex tasks.
- Proficiency with Microsoft Office products.
- Flexible schedule, ability to travel to Snohomish, Island and Skagit Counties.

PRINCIPLE ACTIVITIES:

- Present and train conflict resolution skills.
- Create and prepare training materials.
- Liaison to the public, community and citizens.
- Schedule speaking engagements and give presentations.
- Outreach to businesses, schools, agencies, etc.
- Coordinate and develop special projects as assigned.
- Mediate DRC cases.
- Other DRC duties as assigned.

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

