



# Whatcom Dispute Resolution Center

360.676.0122 | [whatcomdrc.org](http://whatcomdrc.org) | 206 Prospect Street | Bellingham, WA 98225

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| <b>Position Title:</b>    | Youth Program Coordinator  |
| <b>Employment Status:</b> | Full time, 40- hours per week, Hourly, non-exempt, benefitted  |
| <b>Wage range:</b>        | \$18-\$19.50 per hour, DOE   |
| <b>Benefits:</b>          | Health, Vision & Dental, paid vacation, paid holidays, sick leave, professional development opportunities, and additional benefits |
| <b>Reports to:</b>        | Education Program Manager  |
| <b>Supervises:</b>        | Program Volunteers   |
| <b>Locations:</b>         | In-person / hybrid with ability to travel frequently throughout Whatcom County   |

**About the WDRC:** The Whatcom Dispute Resolution Center is a 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.

**Working Conditions:** The WDRC is an inclusive, collaborative organization, in which empathy, communication, and integrity are highly valued as we provide impartial, accessible dispute resolution services for our entire community. We believe in and continually strive to provide a supportive, healthy and productive work environment. Staff serve the public through a variety of programming held in-person or virtually, in public and private venues. Given the nature of the WDRC's mission and services, the possibility of exposure to escalated emotion and offensive language from the public exists. The WDRC expects staff to respond to these instances with diplomacy, tact and compassion.

**Position Summary:** The Youth Program Coordinator is primarily responsible for the coordination & delivery of conflict resolution and restorative justice programs in K-12 schools, juvenile justice, and community settings. This position requires familiarity with and experience in conflict resolution, youth development, and group facilitation. An ideal candidate will demonstrate an aptitude for working sensitively and successfully with youth and families experiencing and healing from trauma, as well as justice-involved individuals, parents/guardians, and professionals. The Youth Program Coordinator will be highly organized, adaptive to participant needs while following policy, and will enthusiastically embrace the mission of the WDRC and the opportunity to work with our team. We strongly encourage people of color (including bilingual and bicultural), all genders and gender identities, people of all abilities, LGBTQ+ individuals, veterans and national service alumni to apply.

## RESPONSIBILITIES

- Collaborate with the Education Manager to set annual and long-term program goals.
- Maintain ongoing communication with schools, teachers, juvenile justice partners, potential referral sources, and other community partners.
- Deliver conflict resolution education for youth in individual, small group and classroom settings.
- Collaborate and consult with schools, community agencies, and juvenile justice to promote and integrate the use of conflict resolution and restorative justice practices.
- Promote and support the parent/teen mediation program.
- Adhere to and implement program policies and procedures.

- Manage risk to assess and ensure safety for program participants.
- Maintain and compile program records, referrals, confirmations and reports
- Prepare training, evaluation, certificates, and registration materials.
- Advance program purpose by serving as a spokesperson, and attending and providing conflict resolution expertise at a wide range of meetings.
- In consultation with the Program Manager, recruit and supervise youth program volunteers.
- Assist in the development and dissemination of relevant outreach materials.
- Support the adult education program as needed.
- Work collaboratively with other staff to advance the WDRC mission and contribute actively to shared responsibilities

#### **REQUIRED SKILLS AND ABILITIES**

- An understanding of conflict resolution and interest in restorative justice and dialogue practices
- Direct experience implementing programs and services with K-12 youth
- Ability to deliver curricula successfully and with fidelity, with a wide range of students
- Knowledge of privacy practices and ability to maintain confidential client information
- Demonstrated experience coordinating and/or sustaining programs
- Experience building training curricula that accommodates different learning styles and needs
- Ability to facilitate difficult conversations with both youth and adults
- Ability to work as part of a team and to manage collaboration and task delegation
- Ability to prioritize, set goals and complete projects independently
- Ability to communicate effectively in English both orally and in writing
- Ability to give and receive feedback, be flexible, and maintain a sense of humor
- Propensity for clear, open, authentic communication
- Proficiency with Zoom, Microsoft Word and Excel, Google Suite applications

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree preferred or commensurate experience & 2 years of experience working w/ youth
- Professional Mediation Training (or ability to take training w/in first months of hire)
- Public speaking and/or teaching experience
- Experience working with volunteers
- Must have a vehicle, or otherwise ensure efficient transport to and from training locations
- Must pass all required background checks, including WA State Patrol & National Sex Offender Registry

#### **PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE**

- Experience working with and/or understanding of at-risk youth and the juvenile justice system
- Understanding of and experience with restorative justice practices
- Training/experience in group facilitation
- Training/experience in experiential learning
- Cultural humility & sensitivity training and/or experience
- Understanding of trauma-informed education and practices

**How to apply:** Submit Resume with 3 Professional References AND either Cover Letter OR [Google Forms Application](#). Please make sure that one of your three references is a current or past supervisor. Application materials should be emailed to [Jaina@whatcomdrc.org](mailto:Jaina@whatcomdrc.org) with the job title in the subject line header. Position will be open until filled, with a first review on October 11, 2022.