

**CONFLICT RESOLUTION FACILITATOR
JOB DESCRIPTION**

Position Title: Conflict Resolution Facilitator
Program/Department: Youth Programs
Immediate Supervisor: Director of Youth Programs
Work Hours: Full-time (40 hours per week)
Benefits: Health/Dental/Vision/Retirement

JOB DESCRIPTION:

Responsibilities include but are not limited to the following:

- Must promote a positive / professional attitude to all Volunteers for Youth Justice employees, volunteers, business partners, and clients.
- Employee will have a reliable and constant presence at work.
- Assist in the development, planning, and implementation of the goals and objectives of the Conflict Resolution Program.
- Prepare Conflict Resolution referral packets and assist with their delivery for each of the designated schools at the start of the school year and as needed throughout the year.
- Provide intake to Conflict Resolution referrals by meeting with the student and parent and registering them for the program.
- Input referral outcomes in database.
- Maintain organized paper files on each program participant you serve.
- Facilitate the Conflict Resolution class to middle and high school students utilizing the outlined curriculum.
- Facilitate the Conflict Resolution curriculum to elementary students at designated school sites.
- Document and otherwise record details necessary for the functions associated with student participation for the purpose of reporting outcomes. This includes but not limited to attendance rosters, student pre-tests, student post-tests, student certificates, and a summary of outcomes at the conclusion of each grade level instruction.
- Facilitate periodic Conflict Resolution prevention and intervention sessions at area schools.
- Assist in the development and updating of course curriculum.
- Provide referral assistance to youth needing further services by referring them to the Youth Programs Case Manager.
- Visit schools to periodically monitor participants' progress after completing the program.

- Maintain communication with school staff regarding referral outcomes.
- Assist with the evaluation of participant data to determine the effectiveness of the Conflict Resolution Program at the end of each school year.
- Assist with all Youth Programs community awareness events, special events, and fundraisers.
- Flexible and willing to fulfill other duties as needed.

QUALIFICATIONS:

- A bachelor's degree in social services or related field.
- Job experience may be substituted for degree.
- Must have facilitation experience.
- At least 2 years' experience working with youth.
- Must be proficient with Microsoft Office applications.
- Must possess excellent verbal and written communication skills.

REV. 8.20.24