

Job Description

Job Title: Peer Mediation Coordinator

Reports to: Executive Director

Status: Part-time (19 hr per week), non-exempt

Prepared on: Dec. 8, 2022

The Peer Mediation Coordinator (PMC) is responsible for maintaining and expanding the existing school-based peer mediation and conflict resolution programs established and/or developed by WHMC, in concert with the Executive Director and as outlined in the Center's strategic plan. Coordination includes the oversight and implementation of our Peer Mediation program and building effective partnerships and youth programs that aid in promoting conflict resolution as a catalyst for positive change.

Funding

- Develops an annual budget for youth programming in concert with E.D.
- Identifies potential funders for PM in concert with E.D.
- Writes grant proposals to foundations and other funding organizations
- Completes grant reports to meet funder requirements
- Works with the DOE to ensure the program is understood, supported, and when possible funded.
- Works alongside the E.D. to engage PM students and their families in fundraising events

Training/Education

- Delivers effective and age-appropriate conflict resolution and peer mediation training to grade 3-12 students, teachers, and administrative staff in West Hawaii schools.
- Evaluates training curriculum and modifies as needed
- Develops a cadre of adult mediator volunteers and mentors to assist in middle and high school training
- Effectively utilizes virtual training modalities when necessary
- Effectively builds relationships with current and new partner schools and onsite PM coordinators; offering conflict resolution and PM support as needed
- Regularly communicates with Peer Mediation Coordinators to ensure programs are running smoothly
- Communicates with the E.D. regularly about youth programming and funding
- Develops and administers effective evaluation tools for PM program; including conflict surveys, training evaluations, mediator self evaluations, mediation surveys, and sustainability criteria for each partner school
- Coordinates an end of year PM celebration and/or conference for partnership schools, students, and families.

Ideal candidates have a history of working with children and youth; combined with experience/education in conflict resolution, social work, peace studies, or restorative justice. Local Hawaii residents familiar with the culture, relationships, and systems are encouraged to apply.

Salary Range: \$22-\$24 per hour.

West Hawaii Mediation Center

Applications

To apply, please submit your resume and cover letter to: ed@whmediation.org

WHMC is an equal opportunity employer, providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. All are encouraged to apply.