



Whatcom Dispute Resolution Center

360.676.0122 | whatcomdrc.org | 13 Prospect Street, Ste. 201 | Bellingham, WA 98225

Position title: Youth Program Co-Facilitation Intern/Volunteer
Total Hours: *Internship:* 12 hours per week or 240 hours total
Volunteer: 5 hours or more per week
Reports to: Youth Program Manager and/or AmeriCorps Youth Program Assistant
Deadline: Open until filled

All positions require the following:

- Minimum commitment of six months / two quarters
- Commit to a regular schedule of 4-15 hours per week
- Volunteer at least 4 additional hours per month (urgent needs, coverage, posterings, special classes and events etc)
- THIS POSITION: Available to co-facilitate at least one workshop series on Monday or Friday per quarter or three month period. (Exceptions may be granted on a case-by-case basis per Youth Program Manager's discretion)

About the WDRC

The Whatcom Dispute Resolution Center (WDRC) is a local 501c3 nonprofit organization serving the people of Whatcom County since 1992. Our vision is for Whatcom County to be a community in which people deal with conflict in creative and healthy ways.

This position is a part-time unpaid position that supports the organization's Youth Program. All tasks will be supervised by the Youth Program Manager or the AmeriCorps Youth Program Assistant.

Description of this position:

The Youth Program Intern assists in coordinating and co-leading workshops in K-12 public schools and juvenile justice settings throughout Whatcom County. Interns work directly with small groups of youth in school, community, and juvenile justice settings under the supervision of trained staff members and with the support of other volunteers. The workshops provide at-risk and disadvantaged youth with the tools to peacefully address conflict in their lives by building their self-awareness, anger management, and communication skills as well as helping them to explore multiple solutions to conflict situations. Interns also provide support to the program by assisting in outreach and special events.

We recognize that building strong, positive relationships with the youth we serve is an important part of successful learning. We strive to provide our youth workshops with facilitators who are able to relate to youth of all ages and backgrounds. An ideal candidate would have experience with diverse populations, and be highly creative and adaptable.

Responsibilities:

- Provide direct support to Youth Program Manager and AmeriCorps Youth Program Assistant as needed
- Prepare materials, documents, memos, or letters as needed by Youth Program Manager and AmeriCorps Youth Program Assistant
- Plan and prepare workshops with staff and volunteers
- Assist in presenting or leading parts of Youth Program curriculum including activities, workshops and discussions
- Maintain professional appearance and interactions with staff and clients.
- Maintain Youth Program files and data/statistics
- Assist staff in facility maintenance, supply organization and general office tasks as needed.

REQUIRED Skills & Experience

- Positive customer service skills.
- Good organizational skills and attention to detail.
- Ability to work both as part of a team and independently.
- Ability to be flexible and willingness to "roll up your sleeves" where needed.
- Willingness to learn new computer skills and troubleshoot as needed

Qualifications:

- Interest and ability to learn about WDRC programs & events.
- Experience working with people of diverse ages, skills, ethnicities & belief systems.
- Ability to maintain neutrality
- Proficiency with Microsoft Windows, solid keyboard skills and Microsoft Office (esp. Word and Excel)
- Ability to make and maintain regular volunteer hours and schedule.
- Minimum of two years college education, working toward or having completed a Bachelor of Arts degree in Human Services, Education, Sociology, Psychology, or related field
- Experience in the following areas:
 - leading activities for children, youth, and/or families
 - leading discussion in small or large groups
 - planning programs or events
 - public speaking
- Experience with conflict resolution or interpersonal communication preferred
- Excellent communication, organization, and creative problem solving skills
- Interest in working with at-risk youth

Rec'd 1/9/13