



THE MEDIATION CENTER

Where solutions are discovered

JOB DESCRIPTION **Director of Facilitation and Training**

Summary

The Director of Facilitation and Training oversees the promotion, scheduling, delivery, and quality of all training and facilitation provided by the Center. The Director works with the Executive Director to set goals for the program, and provides regular reports to the Executive Director and staff. The Director serves as a mediator, facilitator and trainer, recruits and cultivates contract providers, and assists with continuing education.

Qualifications

- Strong written and oral communication skills.
- Extensive experience as a neutral facilitator.
- Qualified to train in conflict resolution, mediation, and facilitation.
- Ability to develop customized curriculum in the area of dispute resolution and communication.
- Able to build networks in the business community and promote the Center's services.
- Ability to coordinate the efforts of trained volunteers.
- Able to assist in promoting the Center and its vision in the community.
- Strong sense of initiative and discretion.
- Ability to manage, organize, prioritize, and complete multiple tasks.
- High energy, organized, reliable, and quality conscious work style.
- Juris Doctorate Preferred

Requirements

- Willingness to work some evenings and weekends
- Professional office attire
- Regular accounting of time

Responsibilities

Facilitation and Training Director: Provide oversight and direction to the The Mediation Center's facilitation and training programs. Includes setting annual income goals, developing curriculum, promoting the services available, providing direct service, cultivating contract providers, coordinating assignments for affiliated facilitators and trainers, assuring the quality of facilitation and training services provided through the Center, and other duties as assigned.

Mediation/Facilitation: The Director provides mediation/facilitation for civil/family/organizations in cooperation with TMC mediators/facilitators. Provides training for TMC mediators/facilitators to grow in their facilitation skills.

Juvenile Court Facilitated Processes: Facilitates Prehearing Conferences, Family Group Conferences, Prepermanency facilitations and Termination facilitations referred by Juvenile Court. The Director will train new facilitators and provide continuing educational opportunities as needed.

University of Nebraska College of Law: Coordinates with the UNL College of Law to provide mediation coaches and mediation teaching opportunities as needed.

Outreach/Networking: Build a referral network in the professional community to increase the use of mediation, facilitation, and training. Seek new ways to communicate the value of the Center's services to the business community. Work to increase the Center's visibility in the community through public presentations and classes. Other duties as assigned.

Community Representation: Together with the Executive Director, serve as the Center's representative in community organizations which further the goals of the Center, as assigned.

Mediator Development: Work with other staff to build a pool of specialists in facilitation and training. Assist with continuing education for all mediators.

Staff Meetings and Committee Meetings: Attend and participate in regular staff meetings and serve on Center committees as assigned.

Professional Development: Work regularly to develop skills that improve performance, efficiency, and insight in assigned responsibilities.