

General Description

The 4-H Management Board Adult and Youth Mediation Directors work together to provide and maintain a positive and effective dispute resolution environment; and provide quick, effective and responsive mediation for disputes between all participants in the Amador County 4-H Youth Development Program (YDP).

Objectives

1. To ensure effective management of the conflict resolution process for the Amador County 4-H YDP.
2. To provide valuable mediation consistent with UC policies and procedures.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in conflict management and mediation.
3. Strong leadership skills.
4. Ability and willingness to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Good organizational skills.
9. Ability to remain discreet and prudent with confidential matters.
10. A basic understanding of the 4-H Management Board and Directors, Program Board and Key Leader purpose in the county and the ability to communicate it to others.
11. Be a senior (14-19 years old) 4-H Youth Member.

Specific Responsibilities

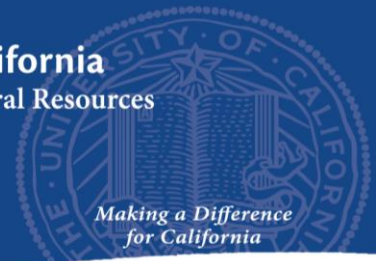
In conjunction with the Youth Mediation Director:

1. Become familiar with and use the California 4-H YDP complaint process when resolving conflicts or issues.
2. As needed form a complaint review board and serve as co-chairpersons.

As co-chairpersons, be responsible for:

- a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
 - b. Recruitment, selection and orientation of committee members (youth and adult).
 - c. Providing written summary of the findings and the recommended disciplinary decision to 4-H Staff and County Director to review.
3. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Board.
 4. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings.
 5. Work closely with the 4-H YDP and office staff.
 6. Attend scheduled orientation and training sessions for Directors.





Relationships

The 4-H Management Board Adult and Youth Mediation Directors are jointly responsible to the 4-H Management Board and the 4-H YDP staff. The Adult and Youth Mediation Directors cooperate with the other Directors, Key Leaders, and other adult volunteers, members, and participants in the 4-H YDP.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 3-6 hours per month throughout the year would be required to do this job well.

Term of Appointment

The 4-H Management Youth Mediation Director shall serve a one-year term, with eligibility for reappointment to another one-year term. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Management Youth Mediation Director.

_____	_____
4-H Adult Volunteer	Date
_____	_____
Parent/Guardian	Date
_____	_____
4-H Youth Development Program Staff	Date

This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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