

Volunteering: A Core Value

SEEDS is committed to integrating the skills, energy, and talents of community volunteers at all levels of our organization and program. We are dedicated to fostering a learning community where people can develop, nurture, and share the skills and concepts needed to promote effective dialogue and resolution throughout our society.

SEEDS seeks volunteers who are actively committed not only to enhancing their own skills and experiences as mediators, but also to giving back to their community and helping SEEDS to sustain and grow its programs and services here in Alameda County.

Volunteer Positions

Community Mediator Panel

Please be advised that SEEDS currently has very limited needs and slots available for new volunteer mediators in its community programs. Volunteer applications will be reviewed by staff quarterly, and only a select number of candidates can be invited to join our mediation panels.

Please also note the priority placement on our mediation panels will also be given to volunteers who can commit time, skills and energy to SEEDS' other critical needs, such as community outreach, training, and administration.

All volunteers serving on SEEDS' mediation panels are expected to participate in at least 5 hours total per year in SEEDS activities in addition to any mediation panels they serve on. This could include continuing education workshops, practice sessions, outreach and social events, or committee support work.

Job Description: Volunteer mediators are on call to participate in scheduled mediation sessions where they help facilitate communication and understanding between disputants toward a positive resolution of their conflict. These mediation sessions run 3-4 hours in length and can take place evenings, weekends, and during business hours.

All SEEDS volunteer mediators have been extensively trained in communication and conflict resolution skills. Each mediation session is facilitated by a team of 2-3 mediators working to help people in a dispute resolve their conflicts.

Requirements: Volunteer Mediators are required to complete a minimum of 40 hours of basic Mediation Skills Training using the Community-Based Mediation Model or an acceptable substitute, as

well as participating in ongoing advanced workshops, discussion sessions, and role-plays periodically offered by SEEDS.

Time Commitment: This position requires a minimum one-year commitment, 4-5 hours per month for a mediation, plus availability and willingness to volunteer for outreach and other projects as needed.

Community Mediation Case Developer

This volunteer position in the SEEDS office provides the opportunity to develop skills and to explore or make a transition to a career in conflict resolution. SEEDS cooperates with students seeking internship credit and financial aid.

Requirements: Preferred completion of 40 hours of basic Mediation Skills Training or similar training using the Community-Based Mediation Model.

Job Description:

- Conduct intake interviews with clients
- Counsel clients about conflict resolution options
- Provide referrals when appropriate to other agencies
- Develop mediation cases
- Maintain records of casework
- Other tasks as necessary

Time Commitment: This position requires a minimum six-month commitment (three months if it is a formal internship for credit), 3-8 hours one day per week.

Facilitation Panel

Please be advised that SEEDS currently has very limited needs and slots available for new volunteer facilitators in its community programs.

This volunteer position in the SEEDS office provides the opportunity to facilitate trainings and workshops for small groups and organizations. Our facilitators enable groups and organizations to work more effectively by bringing structure to the process, encouraging collaboration, full participation, and mutual understanding. Facilitators are neutral parties who, by not taking sides or expressing or advocating a

point of view during the meeting, can advocate for fair, open, and inclusive ideas which enable group members to build sustainable agreements.

Requirements: Experience or training in facilitation techniques for groups. This position requires a minimum one-year commitment with training provided.

Job Description:

- Charting (taking notes)
- Managing personalities in a group
- Engaging the group in productive discussions
- Managing the discussion in a structured process
- Facilitating outcomes for the group
- Event preparation including tailoring facilitations to each client
- Physical set-up

Volunteer Trainer/Coach

Please be advised that SEEDS currently has very limited needs and slots available for new volunteer trainers and coaches in its training programs.

This volunteer position in the SEEDS office provides the opportunity to teach conflict resolution skills to others in the community through SEEDS workshops and trainings.

Requirements: Volunteer Trainers and Coaches are required to complete a minimum of 40 hours of basic Mediation Skills Training using the Community-Based Mediation Model or an acceptable substitute, as well as participating in ongoing advanced workshops, discussion sessions, and role-plays periodically offered by SEEDS. Must be proficient in SEEDS' facilitative community mediation model.

Job Description May Include:

- Teaching the SEEDS mediation model
- Teaching effective listening techniques
- Teaching conflict resolution techniques
- Coaching small groups
- Demonstration roleplays
- Charting for other trainers
- Providing feedback to students
- Making corrective interventions during student practice of conflict resolution techniques

2530 San Pablo Ave, Suite A, Berkeley, CA 94702 - (510) 548-2377 - (510) 548-4051 (Fax) - www.seedsrc.org

- Debriefing with students after practice sessions
 - Physical set up for training sessions
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Outreach Ambassador

This volunteer position in the SEEDS organization supports our outreach efforts to spread awareness about our organization and mission in the community.

Requirements: Must be a current SEEDS volunteer with understanding of SEEDS services. Must volunteer for at least 2 outreach events per year.

Job Description:

- Speaking to individuals and groups about our services
 - Representing SEEDS at community events
 - Preparing and sending mailings
 - Event set-up
 - Seeking out new donors and partners in the community
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Office Administration Volunteer

This volunteer position in the SEEDS office seeks support for the office administrative assistant and similar clerical duties.

Requirements: Previous experience in an office setting. Preferred knowledge of community mediation and other alternative dispute resolution models. Must volunteer for at least 10 hours of admin work a year.

Job Description:

- Answering phones
- Providing information on our services
- Providing referrals to clients
- Sending and organizing mailings
- Data entry
- Maintaining and tracking SEEDS' library
- Organizing office supplies