



## Job Description

Job Title: Dispute Resolution Services Program Director  
Job Status: Exempt Full-time

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### **SUMMARY**

Responsible for management and development of Dispute Resolution Services. The Director is responsible for supporting all Gryphon Place programs and will assure that the work of Dispute Resolutions Services helps achieve the overall goals of the organization.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the quality of all Dispute Resolution Services programs.
- Supervise, train, develop and evaluate Dispute Resolution Services staff
- Maintain and develop new service agreements/contracts with appropriate agencies that benefit from Dispute Resolution Services
- Maintain and build relationships with the community, courts and other organizations that support Dispute Resolution Services
- Provide staff support to Dispute Resolution Services Advisory Committee
- Develop and maintain Dispute Resolution Services policies and procedures
- Provides mediation as needed
- Provide training to staff and volunteers
- Participates in Statewide efforts to develop Dispute Resolution Services
- Responsible for grant writing and proposal activities that relate to Dispute Resolution Services
- Responsible for program budget and outcomes

### **Education and Experience:**

Bachelor degree in the Human Service field. Preferably at least one year of experience in volunteer management and program development.

Successful completion, within 6 months of employment:

Complete the following Supreme Court Administrative Office approved trainings.

- General Civil Mediation
- Elder Care Mediation
- Divorce and Domestic Mediation

### **Gryphon Place is an Equal Opportunity Employer**

#### **Apply by April 4, 2014**

Send resume to:

Mail:

Attention: Lacey Lyons  
3245 S. 8<sup>th</sup> Street  
Kalamazoo, MI 49009

Fax:

Attention: Lacey Lyons  
269-381-0935

Email:

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llyons@gryphon.org