

2012 Community Facilitator Volunteer Application

We celebrate the incredible volunteerism that makes Mission a great place to live! We are committed to providing a rich and rewarding experience for those that choose to volunteer with Mission Restorative Resolutions (MRR). We hope you find the recruiting process, including this application, is a reflection of our care and concern that volunteering with MRR becomes a positive experience for all concerned. Please know that:

- We never share any information about our volunteers
- Our training is designed to meet the needs of all learners regardless of age, academic achievement, level of literacy, or financial barriers – there are no tests or examinations
- There is no cost associated with the training - everything required is provided
- The existence of a criminal record does not automatically prevent a person from becoming a volunteer with MRR

If you would like to be considered for the position of a volunteer Community Facilitator with Mission Restorative Resolutions,

1. Complete this application form and forward to us by either of:

- a) Mail to Municipal Hall: **Mission Restorative Resolutions, 8645 Stave Lake St • Box 20, Mission, BC V2V 4L9**
- b) Fax to confidential fax line: (604) 820-3329
- c) Hand deliver to MRR office at 32921 Dewdney Trunk Road. Please call to ensure a staff person will be present to take your application – we'd love to meet you!
- d) Hand Deliver to the Municipal Hall at 8645 Stave Lake Street, marked "**Mission Restorative Resolutions**"

If this sparks your interest we'd love to hear from you!

- 2.** Once you have forwarded your application to us please call or email the MRR office to set an appointment for a one-hour interview at Tel: (604) 820-3755 or (604) 820-3754 or by email: dgehlen@mission.ca or miverson@mission.ca

General Information About You

Name: _____
(surname) (first name) (middle name)

Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Cell phone: _____ Email address: _____

How would you prefer us to contact you? _____

How can we leave messages for you? _____

Employment Information

Current Employer: _____

Position/General Duties: _____

Relevant Training/Volunteer Experience

Agency	Position	Training Received

Languages you speak and/or read other than English (including ASL-sign language):

Please read the “***A Guide for Community Facilitators***” (attached), and tell us what **strengths and skills** would you bring to this position including any **personal skills and /or life experiences** that may be relevant to this work? (use back of this page if necessary)

What **challenges** do you anticipate for yourself with the training or with this position?

A Guide For Community Facilitators

Position Description:

Restorative Resolutions Community Facilitators advocate for and facilitate restorative resolutions in Mission, BC. They are guided by the Mission, Vision and Guiding Principles of Mission Restorative Resolutions (MRR). They assess the suitability and readiness of participants and prepare them to participate in a restorative resolution process; organize and facilitate restorative resolution processes; assist participants with drafting restorative agreements; support the completion of restorative agreements, and evaluate and report to the MRR Staff regularly on each assigned case. They participate in ongoing development and training activities.

General Responsibilities:

- Adhere to the Volunteer Community Facilitator Code of Ethics, A Charter for Practitioners of Restorative Justice, Oath of Confidentiality and Community Facilitator Agreement.
- Carry out all activities relating to the provision of restorative resolution processes.
- Maintain communication with the MRR Staff.
- Actively participate in ongoing reflective training and evaluation activities.

Specific Duties:

1. Receive referrals and related information from MRR Staff. Discuss the case with MRR Staff. Report to MRR Staff at least bi-weekly during all aspects of the case process.
2. Team build, discuss and plan facilitation with co-facilitators.
3. Maintain complete documentation on each case for the duration of involvement; ensure appropriate safeguarding of case information to meet confidentiality agreements with MRR, referral agencies and participants.
4. Meet with people involved in the case to explain MRR and restorative approaches and build relationship. Determine their willingness, capacity and suitability to participate.
5. Ensure the Authorization to Participate forms are appropriately completed and signed.
6. Work with the parties to determine, based on their needs, the safety of all and restorative principles, appropriate restorative approaches to resolving their issue/conflict. Support them through any and all restorative processes.
7. Facilitate the development of Restorative Agreement(s) with the people involved. Determine and provide/organize appropriate support for the agreement. Elicit that support from others as appropriate.
8. Support the Agreement to its completion.
9. Debrief the case with other Community Facilitators and MRR Staff.

Development and Evaluation Activities:

1. Attend and actively participate in the initial 13 week training program.
2. Attend volunteer training events and meetings -generally held monthly.
3. Participate in personal and program development and evaluation activities.

Community Facilitator Qualifications/Areas of Development:

Community Facilitators endeavour to bring the best possible skills and training to their volunteer work with MRR. As such, they exhibit or are actively working towards acquiring the following skills and qualifications:

1. Knowledge of the principles of restorative justice; ability to put restorative justice principles into practice-particularly as they relate to the Mission Restorative Resolutions.
2. Familiarity with and adherence to the practices, policies and processes of Mission Restorative Resolutions and A Charter for Practitioners of Restorative Justice.
3. Committed to being a life long learner, engaging in reflective practice, and continuous improvement as a facilitator.
4. Excellent facilitation and conflict resolution skills.
5. Excellent communication and listening skills.
6. Excellent organizational skills.
7. Comprehensive skills and ability to employ restorative process models such as victim offender mediation, community conferencing, restorative mediation and circles.
8. Willing to accept and give direction, feedback and support with other volunteers and MRR Staff.
9. Clear understanding of the role of the Community Facilitator.
10. Ability to support all participants (while remaining neutral) throughout a restorative resolutions process.
11. Self-awareness with respect to personal issues which may impede impartiality and effectiveness in working with people in conflict, and/or either accused of or affected by acts of crime.
12. Ability to relate well with individuals in conflict in the community and/or with the law.
13. Committed to accepting and working with Community Facilitators for at least 15 hours per month.
14. Committed to attending and participating in monthly meetings and occasional additional training events.