



The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

Administrative Office of the Courts

VOLUNTEER OPPORTUNITY

POSITION TITLE: Small Claims / County Mediator Volunteer

ABOUT THE PROGRAM

Have you been inspired to give back to the community? Mediation is a rewarding opportunity to give back to the community. Volunteer Mediators provide on the spot mediation services free of charge to small claims litigants in Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties. Small claims cases are civil cases in which the claim amount is \$5,000 or less. Volunteers are not paid for conducting these mediations.

MEDIATION

Mediation is a process whereby a neutral third person, called a mediator, acts to encourage and facilitate the resolution of a dispute between the parties. It is an informal and non-adversarial process with the objective of helping the disputing parties reach a mutually acceptable and voluntary agreement. Case types that are mediated by volunteers include, but are not limited to, landlord /tenant, contract, recovery of money and/or property, auto repair, consumer, and employer/employee disputes.

REQUIREMENTS

Attend a free four-day mediation training course in Gainesville, Florida in January 2018, 8:30 a.m. to 3:30 p.m. Observe and co-mediate small claims cases, and become certified as a county mediator. Willing to make a two-year commitment to the program as a volunteer mediator. Must have excellent verbal and written communication skills, including legible handwriting. The ability to comprehend issues in dispute. The ability to prepare a short mediation agreement once trained.

EDUCATION AND EXPERIENCE

A Bachelor's degree and extensive professional work experience in any field is preferred.

BENEFITS

Free continuing mediator education. Free parking while mediating assigned small claims cases (Gainesville). Work alongside and learn from people with lots of experience in dispute resolution. Experience the satisfaction of helping people effectively resolve conflict.

APPLICATION PROCESS

A [Volunteer Mediator application](#), and resume are required. Please submit documents via email to employment@circuit8.org, or via mail to Human Resources Office, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601.

NOTICE

All successful applicants will be subject to a criminal background check. EOE.

If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.