



COMMUNITY MEDIATION CENTER

Application to Become a Volunteer Mediator

+ To become a CMC General Sessions Civil Volunteer Mediator, an applicant must be committed to be available at least 3 hours per week for one year (with accommodation for illness, travel and court closures).

+ To become a CMC Family Volunteer Mediator, an applicant must be committed to be available for approximately 6-12 hrs/month for one year (with accommodation for illness, travel and court closures). Family cases are scheduled rather than on the day of court, so mediators have more choice in the times they volunteer month to month.

Name: _____

Address: _____

Street

City

State

Zip

Phone:

Cell	
Daytime	
Evening	

Email: _____

Date of Birth: _____ SSN: _____

(We will keep your application on file but will redact your SSN from your application once we provide it to the Juvenile Court for background check.)

The completed application can be delivered, mailed, e-mailed or faxed to the following:

Community Mediation Center

912 S. Gay Street, Suite L-300

Knoxville, TN 37902

FAX: (865) 594-1890

E-Mail: Jackie.Kittrell@gmail.com

Questions? Call CMC Executive Director, Jackie Kittrell: 865-594-1879

What are the times during the week that you are most likely to be available to mediate?

1. Civil Court Program:

CMC Volunteer Civil Mediators have taken our Civil Training or are Rule 31 civil listed mediators who have taken our Bridge Training. They mediate in Knox County General Sessions Court in our “Day of Court” program. Primarily, we need mediators to co-mediate during the time the court is in session. **Your time commitment will be 8:30AM-12:30PM, on one of the following days: Monday, Tuesday or Wednesday each week court meets.** These cases are mediated in the Old Courthouse in Downtown Knoxville.

2. CMC Volunteer Family Programs:

CMC Volunteers have taken our Family Training. Mediators mediate cases referred to us by Knox County Juvenile Court, as well as family cases referred by attorneys, court staff, agencies, schools, community organizations, and self-referred. Volunteers in good standing who have taken our CMC Divorce Training will be able to co-mediate divorces. **CMC schedules these cases in morning, afternoon, and evening time slots, Monday-Thursday. These cases are mediated in our mediation rooms at Juvenile Court.**

3. Non-court Programs:

We have a growing need for mediators to take on cases involving non-court disputes involving neighborhood issues (border disputes, fencing, parking, trash, dogs, cats, and trees), landlord-tenant and roommate issues, and elder mediation issues (family decision-making, staying at home issues), all of which may need to be scheduled for daytimes, evenings and weekends. **CMC schedules these cases in morning, afternoon, and evening slots. It is not unusual for non-court cases to be scheduled in places other than court locations.**

Directions: Complete the table below and provide additional comments if needed about your availability.

Day	Morning 9am-12pm	Afternoon 1pm-4pm	Evening 5:30pm-8:30pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Other information on your availability:

NOTE: You may attach additional pages if you need more space:

1. Have you ever completed a mediation training program? _____

If yes, please tell us about it:

Type: _____ Length (hrs) _____

Dates trained: _____

Trainer: _____

2. Are you an active listed R31 mediator? _____

Inactive? _____

Civil _____ Family _____ Domestic Violence Screening _____

3. Are you a licensed attorney _____ If so, TN Bar Number _____

Retired attorney _____ Other _____

4. Please list any professional organizations/associations to which you belong: _____

5. Have you ever served as a Mediator? _____

If so, approximately how long have you been a mediator? _____

Types of disputes mediated: _____

Have you ever served as an Arbitrator? _____

6. Tell us about your community/volunteer activities, if any: (organizations or programs)

May we contact these organizations for reference? _____

7. Your educational background (highest grade completed, schools/colleges attended, major course of study, degrees or certificates awarded) _____

8. Your employment background (current employer, title and job responsibilities, previous employer, skills you have): _____

May we contact your employer? (if yes, please include contact information) _____

9. Relevant family or other background information you would like to share: _____

10. List any language(s) other than English which you speak fluently:

11. How did you hear about the Community Mediation Center? _____

12. Why do you want to be a volunteer mediator? _____

Submitted on _____, 2017 _____

(Signature)

Thanks so much for your interest. We will keep confidential all information gathered in the application process and be in touch with you as soon as possible. Approval as a CMC volunteer mediator is not automatic but depends on your application, a satisfactory background check, completion of training, and a short apprenticeship involving observation and mentoring. Please feel free to call us with any questions or concerns.