



COMMUNITY MEDIATION MARYLAND

your conflict, your solutions

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Community Mediation Maryland's Policy on Taking Training at Different Centers

Community Mediation Maryland training is only available to people who will be volunteering for a Community Mediation Maryland center. If someone calls you for training and you do not plan to have them volunteer for your center, please do not ask them to call Community Mediation Maryland to get training. They must first find a center who intends to accept them as a volunteer.

If someone contacts you about volunteering and you wish to have them trained, please screen them first, using whatever system (interview, application, etc.) and criteria you use to screen your volunteers. Once you have accepted them as a volunteer, you can go to the training calendar on CMM's web site and find out who has training scheduled and when. Then it is **YOUR** responsibility to contact the director of the center offering the training and ask if they can accommodate your volunteer. Each center is required to open up their training to other Community Mediation Maryland centers, if they have fewer than 12 people signed up 2 weeks before the training. So the director may put your volunteer on a waiting list if they are not sure they will be able to accommodate additional people. Because many centers provide food during training, you may offer to pay for some of the food costs of your volunteers.

It is your responsibility to communicate to your volunteer that if they miss more than one hour of the training they will not get a certificate, and if they miss more than three hours they cannot complete the training. Also, you are responsible for reminder calls to your volunteers.

Once the training is complete, you are responsible for your volunteer's apprenticeship and continuing education. Erricka will speak with you, as she does with all directors after a training, about the volunteer's skill level and how you can best support their continued growth.

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