



PROJECT LEADERSHIP

Training & Continuing Education Task Team

Position Overview:

This team will be responsible for ensuring the successful execution of the training including recruiting and training qualified classroom and field instructors, managing the logistics of the training sessions, coordinating the students' progress through the training and certifying the students' upon successful completion of the training. Additionally, this team will coordinate and assist with advanced training for Project Leaders, classroom trainers and field instructors.

Chair Responsibilities:

- Lead curriculum training for new Trainers
- Serve as the Lead Mentor for new Trainers
- Hold regular meetings sufficient to monitor and maintain the training needs of the program - not less than quarterly

Vice-Chair Responsibilities

- Assist Chair with curriculum trainings and mentoring new Trainers
- Handle meeting arrangements and documentation of Team meetings/ progress
- Assist Chair with mentoring of new Trainers

Team Responsibilities:

- Mentor new trainers
- Administer training evaluation and curriculum updates
- Recruit, interview and make selection recommendations on prospective trainers
- Serve as a Trainer and Field Instructor for Project Leadership training
- Coach experienced Project Leaders in new program focus areas or techniques
- Coordinate students' progress through the training and certification process

Preferred Qualifications:

- Training or Facilitation experience
- Knowledge of adult and youth learning principals
- Experience in presenting educational material in written, verbal and experiential formats
- Experience using technologies used in providing training curriculum (laptop, overhead projectors, sound equipment, slide or movie software...)
- Ability to develop, implement or adapt training exercises to meet the skill level/ experience of the training class
- Volunteer project experience

Time, Length of Commitment & Training:

- Serve on the team for a period of one year or more
- Lead 3-4 classroom trainings per year
- Attend trainings, as provided, to increase skills and abilities as a trainer
- Serve as a Field Instructor 2-3 times per year

Impact: *You will have the opportunity to...*

- Increase the leadership capacity for and within non-profits, schools, churches, businesses and the community

To volunteer or ask questions: Contact us at 303.282.1234 or plp@metrovolunteers.org