

TRAINING AND CURRICULUM DEVELOPMENT COORDINATOR VOLUNTEER

OVERVIEW

The LCRC Training and Curriculum Development Coordinator will report directly to the Executive Director and may monitor LCRC training instructors, guide Volunteers, Mentors, Mentees and Board of Directors through media-based programs, or facilitate informal or collaborative in-person or virtual learning programs. The LCRC Training and Development Coordinator will help plan, conduct, and administer programs that train LCRC Mentees on how to improve their life skills, and assist them through training materials in developing goals in the areas of career and education.

DUTIES/ RESPONSIBILITIES

LCRC Training and Development Coordinator/Trainer will be responsible for the following duties:

- Assess training needs assessment through surveys, interviews with LCRC Executive Director and volunteer teams, alliances and strategic partners
- Design and create training manuals, online learning modules, and course materials
- Review training materials from a variety of sources and choose appropriate materials
- Deliver training to Volunteers, Mentors, Mentees, and Board of Directors using a variety of instructional techniques
- Assist in the evaluation of training programs
- Perform administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment
- Conduct train-the-trainer sessions for newly recruited Volunteer Trainers
- Assist the Executive Director and other volunteers with assessing training evaluation data and providing feedback on the effectiveness of training
- Ability to attend workshops/seminars for professional development

QUALIFICATIONS

The LCRC Training and Curriculum Development Coordinator will help create, administer, and deliver training programs for emancipated or “aged out” foster care youth, in life skills, educational goals and career goals.

The qualified candidate will also be responsible for developing training curriculum or executive presentations for other nonprofits, educational institutions such as

colleges, universities and other organizations in an effort to form relationships with potential alliances, strategic partners.

This individual will continuously provide training updates to Mentors, Mentees, Volunteers and Board of Directors. To do this, they must first assess the needs of emancipated foster care youth who participate in the LCRC's Life Skills Training Program, LCRC's Mentoring Program, the Volunteer Program, and the professional development of LCRC Board of Directors, volunteer teams and then create custom training programs that take place in classrooms, virtual or on-line or training facilities. It is important that the individual be able to deliver training through tablets, computers, or other handheld devices.

Training and Curriculum Development Coordinator will organize or deliver training sessions, including zoom using lectures, group discussions, team, role play exercises, hands-on examples, and other formats. Training can also be in the form of a video, self-guided instructional manual, or online application.

The LCRC Training and Curriculum Development Coordinator may monitor instructors, guide other volunteers and through media-based programs, or facilitate informal or collaborative learning programs.

WORKING HOURS: 2 to 4 hours per week. These hours are subject to change based on the needs of LCRC.