

POSITION DESCRIPTION

Job Title: Master Trainer

Date: January 2022

Reports to: Director of Training

Status: Part-time

Purpose of Job: To work closely with the Director of Training and other members of the training team to facilitate professional trainings in Dibble curricula on an as-needed basis.

MAJOR DUTIES AND RESPONSIBILITIES (Essential Functions):

Master Trainer

1. Conducts thorough needs assessment with the client and determines specific learning objectives, particularly for closed, custom or in-person trainings.
2. Utilizes Dibble's Training of Educator outlines, Power Points, and activities to meet the client's needs based on their funding requirements and population.
3. Follows the Dibble training model to deliver professional level, adult-focused, train-the-educator training both in-person and online. Effectively manages participants, engages a variety of learning styles, creates an effective, positive learning environment, and handles training challenges.
4. Reports training results, ways to deepen relationship with client, and extend Dibble outreach with similar organizations.
5. Provides technical assistance to previously trained organizations as needed.
6. Manages own travel arrangements. Submits expenses reports for reimbursement.
7. Completes other duties as assigned.

REQUIRED KNOWLEDGE, ABILITY, AND CAPACITY -

1. A minimum of one-year prior experience teaching Dibble program(s) and attending a Dibble Training of Educators is required. Having attended a Dibble training of trainers preferred.
2. Experience using the Zoom platform as a host/presenter is required. Both in-person and online delivery of Dibble curricula is preferred.
3. Availability to conduct a minimum of one week-long training per month. More than once a month preferred.
4. Commitment to The Dibble Institute's mission. Knowledge of research in the fields of relationships, families, adolescence, and trauma. Able to articulate the case for youth relationship education.
5. Prior successful experience in professional adult training, development, and delivery.
6. Demonstrated ability to think strategically and juggle multiple priorities.
7. Excellent verbal and written communication skills and demonstrated success in working on a team in a virtual environment.
8. Willingness to travel by car and plane (Overnight travel required.)
9. Valid driver's license and current auto insurance.
10. Ability to lift 30 lb. unassisted.

If you are interested in applying, [please complete this preliminary form](#).