
Job Description – Training Director

August 2022

Position Overview

Located on the Maine Coast in Rockland, Trekkers, cultivates the inherent strengths of young people through the power of long-term mentoring relationships. Reporting to the Executive Director, the Training Director oversees the delivery of high-quality training and consulting to internal and external constituents through Trekkers Training Institute and assures targets for quality, delivery, outreach and growth are met.

About the Trekkers Training Institute (TTI)

Recognizing the success of Trekkers' youth development model, TTI was founded in 2017 as a strategy to expand its reach to serve additional communities by training and coaching youth development practitioners. TTI leverages best practices and principles embodied by Trekkers for nearly 30 years. While implementation may vary by location, we know that sharing knowledge can create a positive impact multiplier. We are dedicated to being part of a wide continuum of care within our communities and value learning and collaborating with others for continual progress towards youth outcome success.

Essential Functions

- Leads the design, implementation and evaluation of any new and ongoing TTI services and assures alignment with Trekkers' direct youth programs and best practices in youth development
- Cultivates and delivers TTI's training, professional development, consulting and custom services with support from the Program Director and contracted consultants
- Conducts extensive outreach with organizations, schools, and individuals to build and sustain relationships on behalf of TTI and to advance access to high quality, long-term mentoring programs for more young people across the state and beyond
- Support the Aspirations Incubator Partners through training to provide symbiosis across the network
- Participates in local, regional, state-wide and national conferences to deliver keynotes and training workshops to expand the implementation of Trekkers' effective practices and generate interest in TTI's services
- Oversees TTI's fee structure, scholarship fund and budget
- Works with the Director of Development to identify funding opportunities for TTI, clients, and partnerships
- Oversees all registration, marketing, and promotion processes for TTI services in collaboration with the Communications & Impact Manager
- Participates as the lead staff member on the Trekkers Training Institute Committee, ensuring effective systems are in place to track progress for the board, funders, and other constituents
- Supports the Program Director by:
 - identifying training and professional development needs for all internal constituents including program staff, volunteers and student leadership
 - developing high-quality curriculum to meet internal needs
 - facilitating on-boarding of new hires and ongoing internal trainings

- Oversees all training and consulting logistics (catering, room set up, A/V, travel arrangements, etc.) with support from the Administrative Coordinator
- Provides direct oversight and “train the trainer” courses for any contracted trainers in order to ensure consistency in service delivery

Qualifications Required

- A bachelor’s degree or equivalent experience
- At least 5-10 years of experience in youth development, mentoring, education, or related field
- A passion for the field of youth development and mentoring
- Exceptional public speaking skills and a high-level of comfort engaging groups of people
- An awareness of, respect for, and experience with adult learning theory; experience with instructional design and/or developing and delivering training curriculum to adult learners
- Ability to approach trainings and facilitation with varied, engaging instructional platforms
- Comfort facilitating one to one and group training or consulting experiences via online platforms
- Experience and skill facilitating a relationship-driven training experience for large to small groups with diverse perspectives on youth development, mentoring, and education
- A successful track record of providing an exceptional, relationship-driven consulting experience
- Experience building relationships with funders and grant writing not required, but appreciated
- Outstanding organizational skills and the ability to develop and support cohesive and effective teams, set and achieve strategic objectives, and manage projects and clients
- Strong outreach and coalition-building experience with the ability to engage a wide range of youth development stakeholders, decision-makers, perspectives and cultures
- Strong written and verbal communication competencies: a persuasive and passionate communicator; proficient in PowerPoint presentation and other visual training aids
- Excellent interpersonal, relationship management skills and a collaborative working style
- Passion, idealism, integrity, and excellent problem-solving skills

Success Factors/Job Competencies

- Experienced and skilled public speaker and facilitator
- A high level of motivation and initiative (a “self-starter”)
- An excellent work ethic and time management skills
- Experience and success in working collaboratively in a team-oriented environment

Physical Requirements/Working Conditions

- Frequent travel both in and out of state; must have a valid license, clean driving record and a vehicle
- Flexible schedule that includes evenings, weekends and, occasionally, holidays
- Participation in direct youth programming and related expeditions as part of training in Trekkers’ model
- Hybrid-remote and in-person from Trekkers’ Rockland based office



Salary

Salary \$50,000 – \$55,000 based on experience. Competitive benefits package includes three weeks paid vacation and two weeks of sick leave; 16 paid holidays; 100% employee health insurance; retirement contribution match.

Based in Rockland, Maine, Trekkers is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. Treats all employees and applicants without unlawful discrimination as to race, color, religion, citizenship, national origin or ancestry, sex, age, marital status, sexual orientation, gender identity and expression, disability, genetic information or pre-disposition, or any other status or condition protected by applicable federal, state, or local laws.

To apply: Cover letter, resume and three references to amie@trekkers.org. Preference will be given to applications received by September 16, 2022.