

POSITION DESCRIPTION

Job Title: Master Trainer

Date: April 2020

Reports to: Director of Research and Training

Status: Non-Exempt/On Call

Purpose of Job: Working closely with the Director of Research and Training facilitates professional trainings in Dibble materials that meet clients' needs.

MAJOR DUTIES AND RESPONSIBILITIES (Essential Functions):

Master Trainer

1. Conducts thorough needs assessment with the client prior to training and, if necessary, with guidance from the Director of Research and Training, makes adaptations to the training outline, Power Points, and activities to meet the client's needs based on their requirements and population.
2. 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 classroom challenges.
3. Reports training results, ways to deepen relationship with client, and extend Dibble outreach with similar organizations.
4. Provides technical assistance to previously trained organizations, as needed.
5. Manages own travel arrangements. Submits expense reports for reimbursement.

REQUIRED KNOWLEDGE AND ABILITY -

1. A minimum of one-year prior experience teaching Dibble program(s) and attending a Dibble Training of Educators (TOE) is required. Having attended a Dibble Training of Trainers (TOT) preferred.
2. Commitment to The Dibble Institute's mission. Knowledge of research in the relationship, family, and marriage fields. Able to articulate the case for youth relationship education.
3. Prior successful experience in professional adult training, development, and delivery a plus.
4. Demonstrated ability to think strategically and juggle multiple priorities.
5. Excellent verbal and written communication skills and demonstrated success in working on a team in a virtual environment.
6. Willingness to travel by car and plane. (Overnight travel required.)
7. Valid driver's license, current auto insurance, and clean driving record.
8. Ability to lift 30 lb. unassisted

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