

**Training Director**  
**ECE Career Center: Early Childhood Educators Learning Together**

**Leaps and Bounds Family Services**

**Reports to: Executive Director**

**Summary Description:** This position is responsible for management of Professional Development trainings and staff, development of new PD trainings in collaboration with the WOM RC and CDA directors and others. Supervisor of all ECE Career center staff. Active participation in agency management team. Must keep abreast of trends, changes and recommendations regarding professionalism standards from state, national and regional entities.

**EDUCATION AND EXPERIENCE REQUIRED:**

1. Experience in working with Adult Learners
2. Bachelor's degree required. Adult education, Child development or general education preferred.
3. Experience in supervision of staff
4. Experience in developing and implementing trainings and systems

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must possess strong and comprehensive Leadership skills
2. Ability to schedule PD trainings, using a bimonthly schedule, in collaboration with CDA and WOM RC directors, funders and state requirements.
3. Strong experience delivering professional development to diverse audiences.
4. Strong verbal, written and computer technology skills.
5. Demonstrate motivation, energy, confidence and commitment in the delivery of training content.
6. Ability to communicate effectively with participants from a broad range of cultural and socio-economic experience.
7. Ability to work flexible hours as needed; may include periodic evenings and weekends
8. Ability to give and receive constructive feedback.
9. Ability to work with all members of the community regardless of race, gender, age, sexual orientation and cultural or ethnic background.
10. Ability to maintain professional and ethical standards and abide by agency confidentiality policies.
11. Should possess skills and experience in the development of PD trainings using the Instructional Design model

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Provide regular and ongoing supervision to all ECE staff members, including observation and feedback.
2. Responsible for scheduling of PD trainings and staff assigned to each.
3. Meet regularly with agency management team to ensure a seamless implementation of services to all providers.
4. Work with WOM RC and others to provide orientation and other PD training opportunities for Licensed Exempt providers. May include Health and Safety home visits.
5. Use best practice strategies in adult learning to implement training.
6. Ensure required data is collected and entered into systems within the required time frames and that all forms are maintained in an organized and up to date manner.
7. Participate in continued professional development throughout employment and continually upgrade skill, knowledge of current trends and best practice in the fields of childcare, child development and adult education.
8. Represent the agency and the ECE at meetings, community events as appropriate.
9. Develop an operating procedure manual for ECE and update as needed.
10. Perform other duties as assigned by immediate supervisor and/or other management.

Must function as member of staff management team, schedule and attend staff and other meetings and must abide by agency policies, procedures, contracts, rules and regulations. Must be approved in MI Registry as a trainer. Adhere to all procedures and deadlines as outlined in department operating manual and Agency personnel policies and procedures.

Position is FT, competitive salary with comprehensive family benefit package. Hybrid work environment.

Send resumes to: [resumes@leapsnbounds.org](mailto:resumes@leapsnbounds.org)