

**Part time Trainer/ Instructor for Child Care Providers
Leaps and Bounds Family Services**

Reports to: ELC Director

Summary Description: This position is responsible for facilitating ongoing training/professional development opportunities to childcare providers (state regulated and unlicensed subsidized) caring for children primarily birth to age eight.

In person training primarily takes place in evenings and Saturdays in the agency's Warren location. Training is provided both in person and through Zoom

EDUCATION AND EXPERIENCE REQUIRED:

1. Experience in working with Adult Learners
2. Bachelor's degree preferred.
3. Experience in the field of working with adults, providing caregiver support and education preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Strong experience delivering professional development to diverse audiences.
2. Ability to fully integrate the use of technology to engage participants and enhance the training experience.
3. Strong verbal and written communication skills.
4. Demonstrate motivation, energy, confidence, and commitment in the delivery of training content.
5. Familiarity with High Scope and other curriculum models, Core Knowledge and Core Competencies, Great Start to Quality, and Michigan childcare licensing requirements preferred.
6. Ability to communicate effectively with participants from a broad range of cultural and socio-economic experience. Provide support and mentoring to adult learners
7. Ability to work flexible hours as needed (i.e., evening and weekend hours required).
8. Must have reliable transportation and be able to travel to training sites within agency service area.
9. Ability to give and receive constructive feedback.
10. Ability to work with all members of the community regardless of race, gender, age, sexual orientation and cultural or ethnic background.
11. Ability to maintain professional and ethical standards and abide by agency confidentiality policies.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Facilitate training using the Early Learning Communities specified curricula at locations identified by agency management.
2. Use knowledge to inform equipping the lending library, training materials, and activities relevant to training. Integrate lending library materials into training and facilitate participant use of lending library materials.
3. Assure training setting and materials necessary for implementation are appropriate, ready, and available for use.
4. Use best practice strategies in adult learning to implement training.
5. Ensure required data is collected.
6. 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. Train the trainer sessions are held 2-3 times each month and are mandatory
7. As a member of a network of ELC instructors, participate fully and professionally within the network, i.e., be able to describe the work at the network level as part of representing the UWSEM ELC model and GSQ Regional Center when interfacing with providers, community groups, and at professional meetings.
8. Perform other duties as assigned by immediate supervisor and/or other management.

Must function as member of staff team, attend staff and other meetings, and must abide by agency policies, procedures, contracts, rules, and regulations. Adhere to all procedures and deadlines as outlined in department operating manual, ELC Implementation Manual and Agency personnel policies and procedures.

This position is part-time. Benefits include paid holidays and PTO. Compensation based on experience.

Resumes to: ddorsz@leapsnbounds.org