ONE CIRCLE FOUNDATION
We are all connected.

The Council for Boys and Young Men® Trainer in Development

Position Type: Temporary, Non-Exempt

Work Schedule: Work hours will be based on OCF's business needs and scheduled as needed. There is no set work schedule or guaranteed hours.

To Apply: Send Resume and Letter of Interest to Director of Training, Victoria Mahand, MSW at hiring@onecirclefoundation.org.

Our Mission

One Circle Foundation transforms lives through circles. We promote resiliency in children and youth, families, adults, and communities by offering circle program models that create, restore, and sustain healthy relationships. One Circle Foundation recognizes that healthy relationships are the core element to a healthy individual, family, society, and world.

We train, consult, and equip youth serving organizations and individuals to implement the research-based circle program models – *Girls Circle®, The Council for Boys and Young Men®, Mother-Daughter Circle, Unity Circle®* and *Women's Circle®*. Our facilitator trainings and curricula equip adults with gender-responsive and expansive best practices and evidence-based youth approaches that develop safe and healthy relationships, build assets, and promote authentic diverse identities.

Job Description

The Trainer in Development reports to the Director of Training and completes a 4 to 6 month training period. During this time, the Trainer in Development will study the Trainer Leader's Guide, practice delivering training content, observe trainings led by a Lead Trainer, and practice training skills in live online and in-person sessions.

At the end of the training period, the Director of Training will evaluate the Trainer in Development's performance and determine whether to offer a Co-Trainer position with One Circle Foundation. If the role is not a suitable fit, the temporary assignment will end.

The Trainer in Development ensures that OCF trainings are consistent, high-quality, well-prepared, and effectively delivered.

Principal Duties and Responsibilities

- Prepare for and deliver OCF training courses, which may include *The Council for Boys and Young Men®, Girls Circle® Facilitator Training, Mother-Daughter Circle Facilitator Training, Safe Spaces Training: Best Practices for Positive Youth Development,* and *Advanced Facilitation Skills Training.*
- Allocate 30-60 minutes for preparation and 30-60 minutes for post training check-in with co-trainer and/or Director of Training
- Practice training delivery techniques to refine skills and adapt to different learning styles and audiences.
- Seek and incorporate feedback from the Director of Training, co-trainers, peers, and participants to enhance performance.

- Participate in professional development, workshops, and coaching to strengthen training skills.
- Stay current with and use relevant technology in training sessions.
- Submit written reports to the Director of Training as required.
- Attend monthly trainer meetings.
- Assist with special projects assigned by the Director of Training and/or Executive Director, which may include marketing, outreach, and trainer-related projects.

Desirable Skills & Qualifications

To qualify as a Trainer at OCF and meet NASW accreditation standards, applicants must meet at least two of the following criteria:

- A master's degree (or higher) in Social Work from a CSWE-accredited program; or a graduate or professional degree from a regionally accredited program in psychology, medicine, nursing, law, OR in an area related to the subject matter of the course.
- At least three years demonstrated professional (post-graduate) experience or research in an area related to the subject matter taught.
- A current faculty member of an accredited undergraduate or graduate school of social work.

Additional qualifications:

- Bachelor's degree required. A Master's degree is preferred.
- Experience within a service organization providing services or delivering curriculum-based training to diverse populations including children and adults, required. An equivalent combination of education and/or experience will be considered.
- 1 or more years of professional training experience preferred.
- 1 or more years of OCF program facilitation experience preferred.
- Strong commitment to OCF's mission and values, with a desire to motivate and impact people through quality training.
- Valid driver's license and insurability under OCF's automobile policy.
- Positive, engaging, and professional demeanor.
- Ability to manage complex or difficult conversations in a productive and professional manner.
- Self-starter who can motivate participants and achieve training objectives.
- Strong understanding of learning methodologies, training design, delivery, and evaluation.
- Excellent verbal and written communication skills in English.
- Strong interpersonal and coaching skills; tactful, mature, flexible, and compassionate.
- Ability to communicate effectively with leadership.
- Proficient in MS Office Suite and Zoom.
- Strong organizational skills and attention to detail.
- Good reasoning abilities and sound judgment.
- Flexibility to adapt to shifting resources and priorities.
- Fluency in Spanish is a plus.

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

- Must be able to sit and/or stand and use a computer for up to 5 hours at a time, including breaks, to conduct Zoom sessions.
- Occasional walking, bending, and stooping required.
- Must be able to occasionally lift and/or move up to 10 pounds.

Additional Information

- To deliver in-person training, this position requires occasional local and national travel, including overnight travel.
- This position requires the ownership of a personal laptop with the Zoom app to deliver live online training. OCF will provide a Zoom account.

Compensation

- $50 per hour for time spent providing training.
- $30 per hour for special projects as assigned by the Director of Training which may include, but are not limited to, training preparation and practice, trainer meetings, marketing projects, and outreach.
- $25 per hour for time spent traveling on Company business.

One Circle Foundation is an equal opportunity employer and is committed to creating a workplace that celebrates and reflects the diversity of our community. Applicants who contribute to this diversity are strongly encouraged to apply. For more information, please visit: ***https://onecirclefoundation.org****.*

OCF Core Values

We are relational. *We recognize the quality of our relationships with others as the most important aspect of our work, and as paramount to growth, learning, health and success.*

We honor everyone's wisdom. *Everyone's experiences and viewpoints are valid and deserving of respect. We recognize that we haven't lived all the same experiences as others have lived.*

We are humble. *We don't have all the answers, and we know we're not perfect. We are open to feedback and ask for help.*

We laugh and have fun. *We laugh at ourselves, use humor, and encourage playfulness.*

We care for others and we care for ourselves. *Taking care of our bodies, minds, hearts, and spirits is key to our healthy relationships.*

We view gender, race, culture, and ethnicity as integral aspects of identity. *Gender and culture have meaning and impact in multiple dimensions of one's life.*

We are communicative. *We listen. We let others know - verbally and nonverbally – what to expect from us and from our services.*

We emphasize strengths. *It's the paradigm shift – seeing others for their strengths, gifts, and potentials.*

We are accountable. *We own our work, words, and deeds.*

We recognize the power of our voices and use them intentionally. *Our experiences count; our messages have an impact when they come from our hearts.*