

Spring 2018 CalSAC Trainer Network

Trainer Network Overview

The CalSAC Trainer Network builds the training and facilitation skills of leaders in the field, who in turn provide training to professionals working in a variety of out-of-school time programs across the state. Through the network, we deepen and grow the skills of professionals to best serve the interests of young people across our state. The Trainer Network has evolved over the years with extensive support from the CA Department of Education and foundation grants. In its history with the program, CalSAC has recruited over 900 trainers who have implemented over 17,000 hours of training. Over the last two years, CalSAC trainers provided over 1,600 hours of school-age training to 16,000 participants!

Professionals who join the Trainer Network hone and deepen their:

- Training and Facilitation Skills
- Effective Technical Assistance Delivery
- Leadership Capacity
- Knowledge and Connection to Statewide Out-of-School Time Field
- Training Curriculum Development

Trainer Certification Process

CalSAC Apprentice Trainers complete an 8-month certification process where professionals engage in reflection on their own facilitation and training skills, participate in a three-day intensive Training of Trainers Institute, implement our on-site training curriculum to programs in their community and receive ongoing mentoring from a Senior Certified Trainer. Upon completing the certification process, Apprentice Trainers will be offered ongoing professional development and leadership opportunities exclusively for CalSAC Trainers. Major program components include:

1. **3-day Training of Trainers Institute (ToT):** to prepare participants to deliver high-quality training to the field and foster community of out-of-school time professionals.
2. **Training in the Field:** to deliver 16 hours of training in the field to apply and hone skills and knowledge.
3. **Mentorship:** to receive ongoing support from Senior Certified Trainers through the use of cohort meetings, regular check-ins and the training observation.
4. **Tools and Resources:** to reflect on training skills, identify opportunities to strengthen competencies and apply learnings during certification process.

Training of Trainers Institute

This multi-day intensive training is the start of the Trainer Certification Process and aims to adequately prepare participants to deliver high-quality training and thrive as members of the CalSAC Trainer Network. The ToT is an intensive and rigorous professional development experience and is foundational to the CalSAC Trainer experience. Participants walk away from the ToT equipped with the resources they need to return to their communities to deliver high-quality training and feeling a deeper connection to the CalSAC Trainer Network community.

Approach to Adult Learning

The CalSAC Trainer Network is grounded in the belief that the out-of-school time workforce is full of talented, passionate leaders who care deeply for young people and their success. They bring an array of knowledge and experience gained through informal learning and through years of being on the ground implementing quality youth programs. Our approach helps professionals make the most of their knowledge and passion by creating a space to share and learn from one another while deepening their skills.

CalSAC believes the competencies for trainers in the field of out-of-school time, based on best practices in training adults, can provide a necessary starting point for ensuring that the training and support the field receives is of the highest quality. CalSAC's Trainer Competencies offer a framework that trainers can use to assess and build upon their skills and knowledge.

There is a total of twenty-five competencies that address five areas: Adult Learning, Training Delivery, Professionalism and Ethics, Equity and Diversity, and Co-Training. The competencies provide a common language to promote dialogue between trainers and those who support them about how to trainer can deepen skills and knowledge.

The delivery of training to the field after the ToT provides an opportunity for Apprentice Trainers to incorporate the trainer competencies framework into their facilitation. The ongoing support of mentors through the cohort meetings, regular check-ins and the training observation throughout the delivery of training provides a space for Apprentice Trainers to reflect on their experience implementing the trainer competences and to continue to strengthen their training and facilitation skills.

Learn more about the Trainer Network at www.calsac.org/becomeatrainer

Application Overview

Applying to join the Trainer Network is a highly competitive process. This spring, CalSAC will accept 60 new professionals to join the Trainer Network. To apply to become a CalSAC Trainer you must complete the online application form by **Friday, December 1st, 2017**.

If accepted into the Trainer Network, you are required to attend a 60-minute pre-ToT orientation webinar. If you cannot attend one of the scheduled webinar dates we will schedule a one-on-one orientation call with you.

Minimum Qualifications

Applicants must currently be working in the out-of-school time field (child care, school-age care, summer or afterschool) with a minimum of 2 years experience. This includes staff at all levels, from direct service to administrative staff, representing any of the following types of programs:

- Community Based Organizations (all sizes)
- Licensed Family Child Care Centers
- School-based Afterschool and Summer or School-Age Care Programs
- Park and Recreation Programs
- Youth Development Organizations

Highly Desired Qualifications

Applicants with the following experience and interest are highly encouraged to apply:

- Interest in social-emotional learning and character development
- Experience training adults in the expanded learning field
- 2 years experience in a leadership role, either in a site coordinator, program director or equivalent position

CalSAC welcomes applicants from diverse communities including LGBTQ, people of color, emerging leaders, unserved or under-resourced populations, and people with disabilities.

Acceptance

The fee to join the CalSAC Trainer Network is \$250. This fee covers the full trainer certification process: three days of professional development at the ToT (meals, materials and shared accommodations for two nights), mentorship, observation, and certification support between February 2018 - October 2018. This fee will be collected upon notification of acceptance and must be paid to confirm attendance at the ToT.

Travel to the ToT and subsequent trainings is not included.

Please do not send payment prior to acceptance. Refunds will not be issued for cancellations made less than 2 weeks prior to the ToT.

Scholarships

Full and partial scholarships are available and will be assessed upon acceptance. Please complete the scholarship section of the application with as much detail as possible regarding your needs.

Please contact Charnelle Ruff at cruff@calsac.org or (510) 444-4622 x105 to schedule an intake call or to request additional information.

TRAINER NETWORK APPLICATION

This form is designed to help applicants prepare their responses *before* starting the application. Once you begin the online application you will NOT be able to save and return to the application. Once you have completed the application you will NOT be able to go back and edit your answers. **DO NOT submit this form as your application.**

General Applicant Information

Name:

Organization:

Address:

Address 2:

City/Town:

State:

ZIP:

Email Address:

Phone Number:

Are you currently a consultant? Y/N

Job Title/Position:

Is this position part-time or full-time?

Number of years in this position as of October 2016:

Agency Type (select one):

- | | |
|--|---|
| <input type="checkbox"/> School-based school-age child care | <input type="checkbox"/> Licensed Family Child Care |
| <input type="checkbox"/> School-based afterschool | <input type="checkbox"/> Park and Recreation |
| <input type="checkbox"/> Community-based or nonprofit organization | <input type="checkbox"/> Faith-based Organization |
| | <input type="checkbox"/> Other |

Agency Funding Type (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> ASES Supplemental/21 st Century CCLC | <input type="checkbox"/> Private Foundation |
| <input type="checkbox"/> Parent Fees | <input type="checkbox"/> Individual Donors |
| <input type="checkbox"/> City or County | <input type="checkbox"/> Other (please specify) |

Have you ever applied to become a CalSAC Trainer?

Demographic Information (age, gender identity, race, etc.).

Note: Demographic information gathered will be made public ONLY in aggregate, not on an individual basis.

APPLICANT INTEREST

1. Why are you interested in becoming a CalSAC Trainer? Please be specific about how you, your organization and your community would benefit from you joining the Trainer Network. (max 150 words)
2. Describe your professional goals and how your participation in the Trainer helps advance these goals? (max 150 words)

EXPERIENCE

1. Please provide a brief description of the last 3 positions/roles you've held in the expanded learning field. Please be sure to include the position title, length of time at that position, and the primary responsibilities held.
2. Share with us your interest in social-emotional learning/character development. (max 150 words)
3. Please share up to 5 of the most recent topics/content areas you have trained on. Please denote if the training was delivered internally (for your own colleagues, organization) or externally (outside of your organization, conferences, etc.).
4. High-quality technical assistance can be defined as ongoing needs-driven support that strengthens quality programs. CalSAC values a client-centered approach when delivering training to the field. Strong relationships with agencies before, during and after the trainings is one of the foundations of providing high-quality technical assistance. Describe an experience where you either gave or received high-quality technical assistance. What was that experience? What made the experience high-quality?
5. Aside from budget cuts, please share one challenge currently facing the out-of-school time field. (max 150 words)

PARTICIPATION AND CONTRIBUTION

1. The Trainer Network certification process includes engaging in self-reflection processes, conducting 16 hours of training in the field and an observation conducted by a mentor. The current certification process typically takes 3-6 months to complete. Share with us how you will approach completing your trainer certification.
 - a. Please describe any challenges or barriers that you anticipate. *(For example: I cannot train on weekday evenings due to work and family obligations)* (max 150 words)
 - b. What resources, both internal and external, will you leverage to address the challenges or barriers named? *(For example: I will leverage my strong organizational skills to help me manage multiple commitments. I will leverage my flexible work schedule to take on weekday training with agencies in my community)* (max 150 words)
 - c. How will you manage this time commitment? (max 150 words)
2. What are your greatest strengths as a facilitator? Please list three.
3. What trainer skills do you hope to strengthen by joining the Trainer Network? Please list three.

Referral Information

1. How did you hear about the Trainer Network?
2. Please let us know who referred you – names will be entered into a raffle for a \$50 Amazon gift card.

Scholarship Needs

1. Please share with us your scholarship needs. (max 150 words)

Training of Trainers Availability

We are in the process of finalizing the date and location in the Bay Area for the three-day Training of Trainers Institute. Please select your availability from the three possible dates below (check all that apply).

- February 22-24, 2018
- March 1-3, 2018
- March 8-10, 2018