



## **BRIDGES**

**POSITION TITLE:** Bridge Builders Training Manager  
**REPORTS TO:** Bridge Builders Program Development Director  
**FLSA STANDARD:** Full-time regular, exempt

### **POSITION SUMMARY**

The Training Manager is responsible for recruiting, training, coaching, and supporting AmeriCorps members, volunteers, and staff in facilitation and in-service training. The Training Manager will also assist with curriculum research and design.

Principle activities for this position include: developing internal modules of training for Bridge Builders facilitators, AmeriCorps members, CHANGE advisors, volunteers, staff and interns in experiential education using the Experiential Learning Cycle; planning trainings from external sources on topics such as child sexual abuse prevention, working with LGBTQ youth, and sexual harassment prevention.

BRIDGES strives for a workplace that is diverse and inclusive. We encourage qualified individuals of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.

The budgeted annual salary for this position is between \$50K and \$60K; Subject to meeting eligibility requirements, benefits include: medical, dental, vision, life, short-term and long-term disability insurance; paid vacation and holidays; and 401(k)/retirement plan.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Train, coach, assist with the selection of the AmeriCorps full-time members, CHANGE Advisors, Summer AmeriCorps members, volunteers and other BRIDGES staff through the BRIDGES model of experiential education and experiential learning cycle.
2. Develop/ lead/ facilitate experiential and adventure based curriculum designed by the Program Development Director that includes development progressions and benchmarks for facilitators.
3. Assist the Program Development Director with curriculum research and design for all three levels of Bridge Builders programming including Youth Action Center initiatives.
4. Establish and implement a system for assessing skills and professional development for AmeriCorps service members and facilitation staff as needed.
5. Work collaboratively with VP of Bridge Builders and Program Development Director to review, enhance and ensure that Bridge Builders training curricula are adventurous, relational, and transformative and are aligned to the Bridge Builders program outcomes.
6. Assist Evaluation Manager in creating, maintaining, and implementing pre/post evaluations/survey process and generate a report for the VP of Bridge Builders monthly for quality control, for full-time AmeriCorps service members, CHANGE advisors, summer AmeriCorps service members, volunteers and other program related staff.

### **GENERAL REQUIREMENTS**

1. This position requires some mandatory travel and work on weekends and evenings.
2. Must have personal transportation to visit schools, community partners, etc.

3. Represent BRIDGES at events, conferences, meetings, public forums, etc. that may require speaking to the groups on behalf of BRIDGES.
4. Perform other reasonable, related duties as assigned by the Program Development Director, Vice President of Bridge Builders and/or Vice President of Community Engagement.

### **JOB QUALIFICATIONS/STRENGTHS**

1. Minimum of four years of experience in working within the Experiential Education field.
2. Degree in Education, Social Work, Psychology or related field, Masters preferred.
3. Must have experience in the delivery of Challenge Based Programs intended for audiences including corporate, educational, youth, non-profit or for-profit populations.
4. In-depth experience with youth and adults in training modules for experiential education/recreation setting.
5. Experience in providing and leading programs with an experiential/adventure education core where participant knowledge and experiences are honored and strengthened through shared experiences.
6. Possess a genuine interest, knowledge, and passion for working with a diverse population of adolescent youth and adults so that their unique assets are recognized and developed.
7. Demonstrate and model the desire, ability, and passion for working with youth and adults to provide a healthy experiential environment to realize their unique strengths and realize their potential in a meaningful and inclusive manner.
8. Knowledge of adolescent development and effective approaches to address adolescents programmatically.
9. Enjoy developing new, innovative approaches to training development for adults and adolescents and the ability to develop efficient and effective methods of program delivery, structure and systems within budget.
10. Value and seek methods of evaluating the effectiveness of training delivery and overall program outcomes.
11. Ability to recruit and develop a diverse team of program staff, volunteers and facilitators.
12. Demonstrate experience and enthusiasm for coaching and developing the strengths and skills of staff members.
13. Strength in developing and maintaining positive working relationships where open communication exists with all BRIDGES staff, community partners and funding agencies.
14. Is a lifelong learner and exhibits this in work life.
15. Good communication (verbal and written), interpersonal and leadership skills.
16. Detail-oriented with the ability to multi-task while maintaining high-quality accountability measurements and documentation all program facets.
17. Computer literate with knowledge and experience using Microsoft and Google.
18. Possess a valid drivers' license and show proof of liability insurance coverage as required by the laws of the State of Tennessee and as outlined in the BRIDGES Employee Handbook.

### **PHYSICAL DEMANDS**

1. Employee will regularly participate in high energy activities that require running, stooping, etc.
2. Requires ordinary ambulatory skills sufficient to visit departments at the Jim Boyd BRIDGES Center, community partners, schools, etc.
3. While performing the duties of this job, the employee is frequently required to sit, talk, hear and see.
4. The employee is required to use hands and fingers and reach with hands and arms.
5. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### **EOE – M/F – V/H**

I certify that there is nothing that would prevent me from performing the duties as outlined above.

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Applicant Signature

Date