



Job Posting

Trainer

(Closes May 22, 2017)

Prime Time Palm Beach County is a nonprofit organization dedicated to fostering high quality out-of-school time (OST) programs. Prime Time Palm Beach County is currently seeking a trainer to join the Professional Development Team to deliver Prime Time's professional development trainings and other learning initiatives. Ideal candidates will be dynamic, highly motivated, hardworking, and possess two or more years of successful experience designing and facilitating engaging training offerings. **We are looking for a passionate, innovative, and a creative rock star!**

Primary Responsibilities:

The trainer will be responsible for designing and facilitating training offerings that will equip OST practitioners to boost their workplace performance by developing their knowledge and skills. The trainer will be responsible for designing and delivering curriculum and learning materials, conducting training needs assessments and managing all phases of training interventions. This individual will work collaboratively with the professional development team members and other Subject Matter Experts (SMEs) to coordinate curriculum innovation, and develop and maintain high-quality course content.

Related Skills or Knowledge:

The ideal candidate must have exceptional facilitation skills in addition to outstanding communication, presentation and public speaking skills. Also, the incumbent must have the ability to work independently and possess excellent writing skills. Extensive knowledge of adult learning principles, instructional design, and the understanding of effective teaching methodologies and tools are required. General knowledge about youth development and experience working in the nonprofit sector is preferred.

Minimum Requirements:

Bachelor's degree is required (degree in education, training and development, adult education, or related field is required). Intermediate to advanced proficiency in Power Point, Prezi, and/or

other presentation software and two or more years of proven experience in training design and training facilitation for adult learners are required.

If you are interested in applying for this position please send cover letter, resume, and salary requirements to:

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(No phone calls please)