

MICA Job Description

Title:	Affiliate Training Director
Revision Date:	January 28, 2008
Preferred Minimum Requirement:	Knowledge of Destination ImagiNation program. Has attended scheduled MICA Governing Board meetings.
Term:	Elected to 3 year term.

Description

The Affiliate Training Director (ATD) will be the key training resource within MICA and will be responsible for ensuring that MICA's training needs are met at Regional and State level. The ATD will support the MICA Board in building a strong membership and program through training. The ATD will be the key liaison with the National Training Team to identify and coordinate training opportunities and will also be responsible for identifying or using other training resources as needed.

Primary Duties

- Review, assess and identify training needs at both State and Regional level
- Review and assess the quality of all trainings conducted by MICA at State and Regional level.
- Develop a training agenda and annual plan to be reviewed and approved by the MICA Board
- Research training programs in other affiliates for appropriateness in Michigan.
- Maintain a training certification program for Regional Directors and others as needed.
- Serve as the primary training contact.
- Support the Regional Directors and Affiliate Challenge Masters in the delivery of their annual Regional Challenge Masters training.
- Responsible for "training-the-trainers"
- Other training duties as required.
- Member of the MICA Governing Board of Directors
- Serve on MICA Governing Board Committees

Key Skill and Knowledge Required:

- Excellent interpersonal and public speaking skills.
- Must be able to communicate professionally
- Knowledge and experience of key training concepts including: needs assessment, training design, training delivery, and training program evaluation.
- Must be able to work effectively with the MICA Governing Board
- Must be able to work effectively with adults and children.
- Must be an excellent facilitator and team player.
- Must have knowledge of the current Creative Problem Solving Program-philosophy and ideals.
- Computer Skills