Skill development is essential to the success of the mission of the ____. We seek to enable clients, volunteers and staff to *serve to their purpose, passion and potential*. As the ____ Programming Leader, your role is to define the target skills then define and develop the curriculum.

Note: this role may be combined with a Volunteer Leader or Mentor Leader role.

Responsibilities

- Define the knowledge and critical skills for which you want to impact your clients and volunteers. See Example.

- Determine the curriculum strategy (for example. purchase or develop, present via staff or volunteers, in-house or partners. If purchase, then review and select from what's on the market. If develop, then define the curriculum and guide the content development).

- Help write and/or edit the curriculum and supporting structural documents..

- Determine how best to implement the curriculum, e.g. self-learning via reading or videos, workshops and 1:1 coaching. Consider an Understanding by Design approach.

- Identify and develop programming partners (for example, another non-profit might do trauma training).

- Document key work processes to ensure sustainability including Curriculum Development and Curriculum Execution. Lead implementation of improvement ideas.

- Own the Coaching Roadmap and Dreambook and supporting documents and worksheets.

Key Metrics

- *Skills: %* skill attainment at target (for clients and volunteers).
- *Curriculum Design: %* desired modules are documented and tested.
- *Curriculum Execution: %* qualified facilitators, program executed per the plan.

Qualifications and Essential Skills

- *Experience with core work.* Can do the actual work of the volunteers, especially mentoring, teaching or coaching. This allows coaching by example.
- *Demonstrated passion for the mission.*
- *Life or career experience* with leadership, teaching, mentoring, project management or a special skill coupled with a desire to grow personally and professionally.
- *Process management:* treats work as a process.
- *Leadership:* envision, energize and enable staff and volunteers.
- *Writing skills:* can write concisely and simply.
- *People skills:* active listening, trust building and coaching/mentoring.

Principles

- *Teach people to fish*.
- Encourage people to learn in their own way. Content is easily accessible for self-learning.
- We benchmark with other local organizations, leveraging the Life Solutions Network and the GC Mentor Leadership Alliance.