

MY ABUNDANT HOPES, INC.

VOLUNTEER/JOB TITLE: **PROGRAM TRAINER**
COMMITMENT TIME: Long-term/Flexible w/ possibility of f/t employment if desired
AREAS OF INVOLVEMENT: Adult & youth training

RESPONSIBILITIES:

- Assists in the development and facilitation of program orientation and training.
- Researches & organizes training materials and calendars for AHI.
- Works closely with Executive Director to develop and implement program activities that meet the needs and objectives of AHI volunteers and staff.
- Assists in identifying speakers and resources for Operation Future workshops and classes.
- Collects feedback from workshop participants through evaluations and other methods.

QUALIFICATIONS:

- Excellent interpersonal skills and the ability to build and maintain effective working relationships with volunteers and colleagues in many different environments with people from diverse backgrounds.
- Required to maintain strict confidentiality and professional/ethical standards.
- Must possess good listening skills and excellent communication skills (both verbal and written).
- Knowledge of Microsoft Office with strong word processing, database, and typing skills.