

Winter/Spring 2024 CalSAC Trainer Network

Trainer Network Overview

The CalSAC Trainer Network builds the training and facilitation skills of leaders in the out-of-school time (OST) field. These trainers in turn provide professional development workshops to OST staff in a variety of youth-serving programs across the state. The Trainer Network has evolved over the years with extensive support from the CA Department of Education and foundation grants, deepening and growing the skills of OST professionals to best serve the interests of young people across California.

Professionals who join the Trainer Network deepen their skills in:

- Training and Facilitation
- Effective Technical Assistance Delivery
- Leadership Capacity
- Knowledge and Connection to Statewide Out-of-School Time Field
- Training Curriculum Development

Trainer Certification Process

The CalSAC Trainer Network is grounded in the belief that the OST workforce is full of talented, passionate leaders who care deeply for young people and their success. These professionals bring an array of knowledge and experience gained through informal learning and years of implementing quality youth programs. Our approach helps professionals make the most of their knowledge and passion by creating a space to share and learn from one another while deepening their skills.

CalSAC Apprentice Trainers complete an **8-month certification process** engaging them in reflection on their own facilitation and training skills. Upon completing the certification process, Apprentice Trainers will be offered ongoing professional development and leadership opportunities exclusively for CalSAC Trainers.

Major program components include:

1. **3-day Training of Trainers Institute (ToT), Thursday, January 25th- through Saturday, January 27th in Oakland, CA**, to prepare participants to deliver high-quality training to the field and fosters community among out-of-school time professionals.
2. **Training Opportunities in the Field** for trainers to deliver **16 hours of training** to apply and hone facilitation skills and knowledge.
3. **Mentorship** to provide trainers with ongoing support during the certification process from Senior Certified Trainers through a cohort meeting, regular one-on-one check-ins, and an in-person training observation.
4. **Tools and Resources** for trainers to reflect on their facilitation skills, identify opportunities to strengthen training competencies, and apply their learnings during certification process.

Learn more about the Trainer Network at www.calsac.org/becomeatrainer

Training of Trainers Institute (ToT)

This 3-day intensive training is the start of the Trainer Certification Process, which equips participants with the resources and experience needed to deliver high-quality training to their community and thrive as members of the CalSAC Trainer Network. The ToT is an intensive and rigorous professional development experience and is foundational to the CalSAC Trainer experience.

Approach to Adult Learning

CalSAC has developed a set of Trainer Competencies based on best practices in training adults, which provide the necessary starting point to ensure the training and support delivered to the OST field is of the highest quality. CalSAC's 25 Trainer Competencies in 5 areas (**Adult Learning, Training Delivery, Professionalism and Ethics, Equity and Diversity, and Co-Training**) offer a framework trainers can use to assess and build upon their skills and knowledge; providing a common language to promote dialogue and growth among trainers, mentors, and CalSAC staff.

Through delivery of 16 hours of training to the field, Apprentice Trainers incorporate the Trainer Competencies into their facilitation. The ongoing support of mentors and CalSAC staff provides a space for trainers to reflect on their experience implementing new skills and to continue strengthening their facilitation.

Application Overview

This upcoming year, CalSAC will accept 45 new professionals to join the Trainer Network. To apply, you must complete the online application form by [Friday, October 20th, 2023](#).

Minimum Qualifications

Applicants must currently work in the out-of-school time field (child care, school-age care, summer or afterschool) with a minimum of 2 years of experience in the field. This includes staff at all levels, from direct service to administrative staff, representing any of the following types of programs:

- Community-Based Organizations (all sizes)
- Licensed Family Child Care Centers
- School-Based Afterschool and Summer or School-Age Care Programs
- Park and Recreation Programs
- Youth Development Organizations

Highly Desired Qualifications

Applicants with the following experience and interest are highly encouraged to apply:

- Interest in mental health and wellness for youth and adults
- Experience training adults in the expanded learning field (leading professional development trainings, staff meetings, new staff orientations, etc.)
- Experience in facilitation around Restorative Practices, and Diversity, Equity & Inclusion
- 2 years experience in a leadership role, either in a site coordinator, program director, or equivalent position

CalSAC welcomes applicants from diverse communities including LGBTQ, people of color, emerging leaders, unserved or under-resourced populations, and people with disabilities.

Acceptance

Applicants will be notified of the status of their acceptance by Friday, December 22nd, 2023. The fee to join the CalSAC Trainer Network is \$1,750. This fee covers the full trainer certification process: 3 days of professional development at the ToT (meals, materials, and shared hotel accommodations for two nights), mentorship, observation, and certification support between February, 2024 – August, 2024. This fee will be collected upon notification of acceptance and must be paid to confirm attendance at the ToT.

Please do not send payment prior to acceptance. Refunds will not be issued for cancellations made less than 2 weeks prior to the ToT. ***Travel to the ToT and subsequent trainings is not included.***

Contact Silvestre Vallejo, Director of Programs, at svallejo@calsac.org or (510) 444-4622 x111 for more information, or if you have any questions or concerns.

TRAINER NETWORK APPLICATION

This is an application preview designed to help applicants prepare responses before starting the application. Once you begin the online application, you will NOT be able to save and return to the application. After submitting your application, you will NOT be able to go back and edit your answers. **DO NOT submit this form as your application.**

General Applicant Information

First Name:

Last Name:

Primary Phone:

Cell Phone:

Work Phone:

Primary Email:

Alternate Email:

Are you currently a consultant? Y/N

Organization/Employer:

Work Address:

City/Town:

State:

Zip Code:

Agency Type (select one):

- | | |
|--|---|
| <input type="checkbox"/> School-based school-age child care | <input type="checkbox"/> Licensed family child care |
| <input type="checkbox"/> School-based afterschool | <input type="checkbox"/> Parks and recreation |
| <input type="checkbox"/> Community-based or nonprofit organization | <input type="checkbox"/> Faith-based organization |
| | <input type="checkbox"/> Other |

Job Title/Position:

- Is this position part-time or full-time?
- Number of years in this position as of October 2023:

Have you previously applied to become a CalSAC Trainer?

Demographic Information (age, gender identity, race, etc.).

Note: Demographic information gathered will be made public ONLY in aggregate, not on an individual basis.

APPLICANT INTEREST

1. Why are you interested in becoming a CalSAC Trainer? (max 150 words)
 - a. How would you benefit?
 - b. How would your organization benefit?
 - c. How would your community benefit?
2. Describe your professional goals and how your participation in the Trainer Network would advance these goals. (max 150 words)

FACILITATION EXPERIENCE

1. List up to 5 of your most recent training/meeting facilitation experiences. **Only include trainings you facilitated**, NOT trainings you attended as a participant. Include whether the training was delivered *internally* (for your own colleagues/organization) or *externally* (for an outside organization, at a conference, etc.).
2. What are your greatest strengths as a facilitator? Please list three.
3. What facilitation skills do you hope to strengthen by joining the Trainer Network? Please list three.

VIRTUAL FACILITATION

In the Post-COVID era, *virtual* training and facilitation has become more commonplace.

1. What virtual facilitation *skills* do you hope to strengthen? Please list up to three.
2. What are some virtual facilitation *areas of growth* for you? Please list up to three
3. How is facilitation different for you when facilitating virtually vs. in person (*For Example: In person, I don't get rattled when someone's phone goes off or there is an interruption. Virtually, however, I am more likely to get distracted if someone accidentally unmutes and we hear loud noise as result*).

PARTICIPATION AND CONTRIBUTION

The Trainer Network certification process includes engaging in self-reflection processes, conducting 16 hours of training in the field and an observation conducted by a mentor. The current certification process typically takes 3-6 months to complete. Share with us how you plan to complete your trainer certification.

- a. Please describe any challenges or barriers that you anticipate. *(For example: I cannot train on weekday evenings due to work and family obligations)* (max 150 words)
- b. What resources, both internal and external, will you leverage to address the challenges or barriers named? *(For example: I will leverage my strong organizational skills to help me manage multiple commitments. I will leverage my flexible work schedule to take on weekday training with agencies in my community)* (max 150 words)
- c. How will you manage this time commitment? (max 150 words)

REFERRAL INFORMATION & PARTICIPATION COST

1. How did you hear about the Trainer Network?
2. The cost of participation in the 8-month certification process is \$1,750. Is your organization/employer sponsoring part or all the participation cost?

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