

Job Title	Training Facilitator (multiple openings)
PVN ID	PS-2112-004428
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Part Time
Hourly Rate	\$45.00-\$65.00
Hour(s) a Week	0.00-17.00
Closing Date	Oct 21, 2022 (Or Until Filled)

General Description

About the CUNY School of Professional Studies

For over 15 years, the CUNY School of Professional Studies (CUNY SPS) has been leading online education in New York. Notable for offering the most [online](#) bachelor's and master's degree options at the City University of New York, and for serving transfer students as the University system's only undergraduate all-transfer college, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

The School's growth has been remarkable, with twenty-four [degrees](#) launched since 2006. Enrollment has risen by more than 30% in the last four years to over 4,000 students in the credit-bearing programs. Thousands more are enrolled in non-degree and grant-funded workplace learning programs. In addition, the School has an active alumni network and has established the CUNY SPS Foundation, which offers multiple scholarship opportunities to current students.

CUNY SPS has consistently been named by *U.S. News & World Report* as one of the country's top online institutions. This year, the School was ranked in the top 2% in the nation on the publisher's list of the [2021 Best Online Bachelor's Degree Programs](#).

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

CUNY SPS has partnered with Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACSWI).

Description:

The ACS Workforce Institute seeks a part-time Training Facilitator to deliver learning programs within the

context of child welfare and juvenile justice. This person will work as part of the Learning Operations and/or Evidence-based Models teams to deliver and support learning for child welfare and juvenile justice professionals at ACS and their contracted provider agencies.

Other Duties

Duties and Responsibilities:

Learning Delivery

- Facilitate standardized learning programs across multiple training locations and virtually as assigned and approved.
- Apply adult learning concepts and foster an effective learning environment for participants.
- Contextualize learning to model and implement best practices for child welfare professionals using prepared training materials.
- Complete training preparation, collaboration with other facilitators, and ongoing professional development.
- Ensure participants meet training objectives and complete activities in accordance with provided curriculum.

Operational & Administrative

- Perform day-to-day operational responsibilities, including the set-up and closeout of learning spaces, including virtual training platforms.
- Complete required reports (such as attendance rosters or coaching reports) and communications with internal administrative and support teams.
- Participate in regularly scheduled meetings, including workstream-wide and organizational-wide.

Other/Project-Based

- As needed, provide ongoing transfer of learning opportunities, including individual & group consultation, on-site/virtual support and coaching.
- Serve as a reviewer on project teams for learning programs and/or revisions for existing learning programs.
- Other duties as assigned.

Qualifications

- Bachelor's degree in social work, adult learning or related field. Master's degree preferred.
- At least two years of experience facilitating or teaching in postsecondary or professional learning environments.
- At least two years of human services or related experience. Direct care/service child welfare experience a plus.
- Strong presentation skills in multiple modes to diverse audiences.

- Demonstrated ability to facilitate learning using industry best practice for training strategies, classroom management and engaging participants.
- Ability to work in a fast-paced and changing environment with multiple priorities that need to be effectively managed, while maintaining composure and flexibility in a structured environment.
- Strong problem-solving abilities to independently resolve routine and complex issues.
- Ability to work effectively as part of a team.
- Must be able to lift, move up to 30 lbs.
- Strong computer skills, including Microsoft Office and video conferencing tools.
- Experience in coaching preferred.

This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19