



**Position title:** Training and Curriculum Developer  
**Status:** Full Time, Non-Exempt  
**Location:** AHG Offices, Cincinnati, Ohio  
**Works with:** Multiple Departments, Volunteers, National Task Forces

### Position Description

Exhibits a Christ-like servant leadership spirit while working with the American Heritage Girls' (AHG) Staff and Volunteers. Organizes comprehensive and progressive training content and activities for Staff and Volunteers. Uses excellent communication skills, Biblical understanding, spiritual gifts of teaching and administration in order to accomplish the purpose and mission of AHG. Fruits of this work include improved competency and satisfaction of Staff and Volunteers which will lead to growth of Troops and God's Kingdom.

### Specific Duties

- A. Working with in-house and national Volunteer experts individually and/or in Task Forces, creating and revising content that is current, relevant and effective in equipping AHG's Staff and Volunteers.
- B. Uses a variety of proven training techniques to deliver training experiences that are fun, interactive and effectively reach adult learners including, but not limited to, live training events (classroom, retreats, conferences, etc.) and recorded trainings (eLearning, Storyboard, videos, PowerPoints, etc.)
- C. Conducts research, identifies training opportunities and consults with key collaborators for curriculum development purposes.
- D. Develops learning objectives and goals. Prepares instructional material for adult learners, both Volunteer and Staff.
- E. Develops AHG's "library" of written resources and training videos using course-authoring software.
- F. Set and track training goals, reporting on progress as requested.
- G. Act as a training consultant with other Departments so that AHG maintains a high standard of training at all levels.
- H. Reuse and possibly retool Staff and Volunteer training content and delivery where possible for consistency and efficiency.
- I. Oversee interactive onboarding and on-the job training for new employees and Volunteers.
- J. Proactively identify training needs of Staff and Volunteers in order to create and/or improve training programs.
- K. Build solid cross-functional relationships with like-minded ministries sharing training where possible.
- L. Other duties as assigned.

## Qualifications

- A. Passion for serving God in the AHG ministry
- B. Agreement with AHG's Statement of Faith and living it out daily
- C. Bachelor's degree in teaching or a related field
- D. Working knowledge of the American Heritage Girls' program preferred
- E. Minimum 3 years' proven success in content development, application of adult learning principles, instructional design, and learning management systems; certification such as ASTD (American Society for Training and Development) preferred
- F. Minimum 2 years' experience successfully working with Volunteers or serving as a Volunteer
- G. Excellent presentation skills
- H. Excellent writer and editor with the ability to express ideas clearly and succinctly
- I. Flexibility to adjust training styles based on the learning styles of the recipients
- J. Strong planning, organizing and problem solving skills
- K. Strong desire to make a difference with a bias for action and accountability
- L. Enjoyment of fast paced, quick changing environment; ability to manage multiple projects at a time
- M. Excellent proficiency in Microsoft Office, Outlook, PowerPoint, and LMS software
- N. Ability to lift up to 25 lbs., walk long distances and stand for long periods of time, on occasion
- O. Ability to travel out of town for overnight stays periodically