



Churches of Greater Austin
Bringing Hope into Crisis™

ADRN Training Director Job Description

Job Summary:

Reporting to ADRN Network Development Operations Director, the Training Director (TD) serves as a key leadership team member and an active participant in making strategic decisions affecting ADRN's Training program. The TD's main objective is in overseeing training personnel, platforms, content and materials, training event planning and coordination (including securing training facilities), managing training calendars, coaching and supporting class trainers and core teams, training and leading a team of administrative volunteers, inventory management, and collaborating with other ADRN departments and stakeholders to accomplish strategic initiatives for the Training Department.

Responsibilities:

1. Identify and develop a volunteer core team to support the Training Department's objectives.
2. Identify and develop trainers and leaders of Training Core Teams, to host and facilitate effective, God-centered, I AM Ready™ program trainings.
3. Ensure all current and future training is effective, accomplishing ADRN's mission with growing attendance every year, the right trainers in place, aligned content, and operating with consistent and effective models to develop and equip people (e.g. adult learning approach).
4. Develop Annual Training Department Strategies.
5. Ensure the online training platform is successful, by clarifying the vision, creating and/or reviewing content, streamlining/enhancing the user experience and supporting all administration, for both current and future trainings.
6. Plan and implement the transition of the Training program from a centralized model to a decentralized model within all Network Churches by March 31, 2023 (having it fully operational by March 31, 2024); this includes collaborating with the Church Network Dev. Team to facilitate sector trainings, and ensure network churches are hosting a Basic Training, DRS Training and 1+ Spiritual Training every year.
7. Identify key problems that hinder the Training Department's effectiveness and implement changes to bring greater alignment with accomplishing the department's and organization's mission critical objectives and strategic initiatives.
8. Build relationships with church leadership and staff, along with ADRN Sector Leaders, to ensure a successful I AM Ready™ Training program with church members and churches within greater Austin.
9. Collaborate with Marketing & Communications to effectively promote the I AM Ready™ training program.
10. Ensure effective communication to ADRN Volunteers regarding upcoming trainings, refreshers, and special training events.

11. Ensure all training materials and presentations follow ADRN editorial, copyright, and branding policies, including ensuring all training and I AM Ready™ materials are properly branded.
12. Ensure training materials and training documents are updated yearly, and assist in developing new course materials.
13. Ensure all training documents and presentations are properly filed within Document Control for the organization and the National Training Academy (NTA).
14. Oversee all ADRN merchandise sales which includes movement of merchandise (need ability to lift 25+ lbs), sales, reconciliation, record keeping, purchasing, accounting and inventory.
15. Oversee the I AM Ready™ Training Conference and I AM Ready™ Weekend Conferences.
16. Develop reports for ADRN Executive Leadership and Board of Directors that include the status of department responsibilities, training growth within churches and volunteers, and department initiatives.
17. Embrace new objectives that accelerate the fulfillment of ADRN's Mission.

Qualifications:

- Ability to effectively teach and equip people.
- Excellent communication skills, both written and oral with exceptional attention to detail.
- Strong organizational and time management skills.
- Ability to encourage, engage and inspire volunteers, and develop long-term relationships.
- Ability to plan and coordinate events.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of ADRN.
- High energy, love and passion for God and His mission through ADRN.
- Kingdom minded and relationship focused.
- A professional and resourceful style of leadership.
- Takes initiative and can manage multiple tasks and projects at a time.
- Take ownership for projects and chart their progress.
- Flexible and adaptable work style.
- Excellent interpersonal skills (active listening, conflict resolution, etc).
- Resourceful, innovative problem-solving skills, and ability to make decisions quickly.
- Supervisory experience including training, assigning/reviewing work, and performance reviews.
- A teachable spirit, with a hunger to learn and grow..
- Highly organized, and great with tracking and reporting capability.
- Proficiency in computer skills including Square, Microsoft Word, Excel, Email, Asana (goal tracking), Google (Sheets, Docs, Forms, etc.) web-links in WordPress, and electronic calendaring with ability to learn and use new software.
- Must have flexible hours on occasional nights and weekends to meet the needs of the training schedule, and periodic disaster responses.

Organizational Expectations of Leadership Staff:

- Follow organizational policy, procedures and practice culture of honor with everyone in the organization.

- Learn, understand and embrace ADRN culture, foundational words from the Lord, and the ADRN vision and mission.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high performance standards and what it means to be “I AM Ready™ (emotionally, spiritually and physically) to all volunteers and churches; this includes attending all key ADRN Trainings, having resources in place and deploying in crisis.
- Spend minimally one planned, full day per month, away from the office, seeking God’s face for direction, guidance, support and relief for the role, led by the Holy Spirit.
- Spend time in the word and prayer with God for spiritual instruction, growth and rest.
- Willingness to accept ADRN Statement of Faith.
- Attend Thursday morning Staff Prayer in Hope Prayer Center.
- Attend all Corporate staff meetings, Corporate Family Meals, and planned ADRN leadership events.
- Minimum of 40 hours per week.

Ethical Standards: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN’s Statement of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional and spiritual needs of those affected by disaster.
Luke 10:25-37, Ephesians 4:12-16

ADRN Vision Statement: An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve.
Revelation 19:5-7