



Position: Training and Education Manager

Category Type: Full-time, Exempt

Position Location: Flexible. BlazeSports Office in Atlanta, GA or telework combination.

BlazeSports America's training and education initiatives are housed under the BlazeSports Institute for Adaptive Sport and Recreation. The overarching goal of the Institute is to build the capacity of practitioners working in a variety of settings across the United States to develop and implement programs, policies, and systems changes that support the inclusion of individuals with physical disabilities in adaptive sport and physical activity.

Position Summary

The position will report to the Director of Operations and Evaluation. The Training and Education Manager will oversee the following core activities that will help grow the BlazeSports Institute for Adaptive Sport and Recreation (BIAS), the Certified Disability Sport Specialist initiative, in-person and virtual training, national conference (offered every two years), technical assistance, innovative and/or evidence-based tools and resources, and partnership development. The Manager will work with Director of Operations and Evaluation to execute a three-year training and education plan developed in 2016 through a national needs assessment.

Primary Responsibilities

General

- Create and maintain a small Advisory Committee of subject matter experts to provide guidance and input into the development of the Institute and its products. Advisory Committee convenes three-times per year via conference call.
- Maintain database of all training participants.
- Ensure that deliverables align with three-year BIAS plan.
- Prepare monthly/quarterly reports for various funders.
- Promote various aspects of BIAS through website, social media and partners.
- Conduct other duties as assigned.

Training and Technical Assistance

- Review and update online CDSS curricula and support resources in collaboration with BlazeSports staff, subject matter experts and reviewers.
- Review and revise BlazeSports Certified Disability Sports Specialist renewal and certification process.
- Respond to CDSS registration and renewal requests, and supporting information.
- Develop training workshop curriculum for the CDSS with technical support from BIAS Advisory Committee and BlazeSports Staff.
- Conduct in-person CDSS trainings in collaboration with other BlazeSports staff and facilitators.
- Promote CDSS initiative to key target audiences and stakeholders, including Universities to serve as revenue-generating sources for BIAS.
- Provide virtual technical assistance (phone, web, email, etc.) to CDSS holders and other partners to support implementation of adaptive sport and physical activity programs in the community.
- Work with BlazeSports staff and other supports to host a 2019 national adaptive sport and physical activity workshop.

Education and Dissemination

- Review and update BlazeSports online training and education resources and toolkits.
- Develop new tools and resources on increased physical activity of children, youth and veterans with physical disabilities.
- Support dissemination of other tools and resources that are evidence-based developed by other experts in the field of adaptive sports.

Partnership and Coordination

- Identify adaptive physical activity subject matter experts to serve as BIAS Faculty and Trainers
- Identify and secure university partners to serve as CDSS implementers.
- Network with national, state and local adaptive physical activity programs, organizations and initiatives to promote BIAS initiatives.
- Develop partnerships with national and state physical activity programs to promote inclusion of children, youth, adults and veterans with a physical disability.

QUALIFICATIONS

- Minimum Master's Degree in health, education, physical activity/education, therapeutic recreation or related field plus five years of professional experience in therapeutic recreation, public health, health promotion, or adapted sports and recreation.
- Superior training development and facilitation skills.
- Experience designing interactive training and writing curricula.
- Experience working with individuals with a disability is required.
- Passion for physical activity and improving the health of individuals with a physical disability
- Ability to express ideas effectively verbally and in writing, including the ability to translate scientific information into practical trainings, resources and tools for professionals.
- Stellar editing skills.
- Effective organizational skills including the ability to manage multiple projects at the same time and adaptability to changing priorities.
- Collaborates well with others, acknowledges contribution of others and willing to seek help when needed. Ability to resolve differences by determining needs and forging solutions that benefit all parties.
- Fluency in Microsoft Office Suite – Word, Excel, PowerPoint.
- Ability to work remotely and travel occasionally.

How to apply

If you are qualified and interested in applying, please send your resume and cover letter with Training and Education Manager in the subject line to Mara Galic, mgalic@blazesports.org. Please visit www.blazesports.org for more information about BlazeSports and the work we do.

BlazeSports America provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or any other characteristic protected by law.