

Current Trainers Sub-Committee Member Position Description

Purpose of Job:

The overall purpose of the Current Trainers Sub-Committee is to ensure a thriving, motivated, cohesive, inspired and constantly improving workforce of trainers, who understand and comply with the standards for DONA-Approved Trainers.

Receives Strategic Direction from:

Director of Education

Current Trainers Sub-Committee Chair

Receives Management and Administrative Support from:

Education Manager

Duties/Major Areas of Responsibility:

- Review and revise trainer re-approval standards for ease of compliance and efficiency
- Research and develop methods for efficient online processes for submitting workshop and trainer annual reports and re-approval documents
- Review and revise trainer workshop policies related to scheduling, timing and workshop locations
- Compile and collaborate on solutions for trainer continuing education opportunities, annual trainer retreat topics and recognizing Department of Education and individual trainer annual achievements
- Collaborate with website developer to include highlight of key education areas of DONA, trainer bios and workshop details on DONA International website
- Recruit and develop future Department of Education committee volunteers, focusing on International trainers and trainers working with community-based doula program
- Regularly communicate and collaborate with Current Trainer Sub-Committee members via conference call and virtual video platforms

Qualifications:

- Active DONA-Approved Trainer in good standing encouraged
- DONA certified doula in good standing for one full recertification period required
- Experience with creating or improving compliance, recognition and/or approval programs and processes
- Excellent organization and communication skills
- Technically proficient and able to use a variety of cloud-based platforms for organizing documents and group communication

Duration of Term

One (1) year term with potential to roll over to a second year

Time Needed (Per Week)

Variable according to current projects: 5 +/- hours per week, dependent upon the cycle of activities.



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Application procedure:

1. Complete online application
2. A resume or curriculum vitae (optional)
3. Disclosure of any potential conflicts of interest should be made with application
4. Signed confidentiality agreement

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