

*NAFSA: Association of International Educators  
Trainer Corps Volunteer Position Description*

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**Role:** Lead Trainer

Last Updated: June 2018

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**Description:** Lead Trainers manage and oversee the planning, preparing, delivery, and feedback of a NAFSA Core Education Program (CEP) Workshop. In addition to training, the Lead Trainer ensures that the training team is well prepared and represents NAFSA in a positive and professional manner. All CEP Lead Trainers must be Trainer Corps members. This role is event specific.

**Functions and Responsibilities:**

- Recruit training team, considering current Trainer Corps members first
- Organize pre-workshop team planning sessions using virtual platforms (when available), conference calls, e-mail, and at the workshop location to ensure workshop effectiveness
- Coordinate creation of training plan for team
- Utilize approved NAFSA curricula and visual aids in conducting workshops
- Manage the instructional process of the workshop
- Lead team debrief at end of workshop delivery
- Ensure workshop is being properly promoted
- Discuss CEP Curriculum Enhancement Form with CEP Workshop Dean
- Review workshop participant evaluation reports and provide feedback to training team members
- Promote NAFSA's Trainer Corps and Core Education Program (CEP)

**Time Commitment:** Annual Conference Lead Trainers are recruited up to nine months prior to workshop delivery and are required to attend two hour-long virtual trainings. Lead trainers facilitate two to four preparation meetings or teleconferences with training team, in addition to the delivery of the workshop at the event. Planning cycle for other events may be shorter.

**Term of Service:** One workshop delivery cycle.

**Rewards:**

- Enhance your training planning and delivery skills
- Enhance your leadership skills
- Enhance your knowledge of curriculum development for adult learners
- Contribute your expertise to the field of international education
- Work with professionals from a variety of places and backgrounds to deliver a professional product

**Support:**

Trainer Corps Chair and Chair-designate provide support. NAFSA PLS staff involvement varies by workshop venue.

*Annual Conference CEP Workshop Lead Trainers:*

- Virtual Preparation Program led by the Trainer Corps Chair and NAFSA staff
- Access to CEP curriculum materials
- Correspondence regarding deadlines, workshop-specific responsibilities
- NAFSA staff print and ship participant workbooks and other materials necessary for specific workshop training and arrange A/V equipment

*Regional Conference CEP Lead Trainers:*

- Virtual Preparation Program led by Trainer Corps Chair and NAFSA staff
- NAFSA staff print and ship participant workbooks and other materials necessary for specific workshop training
- Workshop location, A/V equipment as well as correspondence regarding deadlines, workshop-specific responsibilities is available from the Regional Conference Workshop Coordinator

*On-Site CEP Lead Trainers:*

- NAFSA staff provide access to CEP curriculum materials; correspondence regarding deadlines, workshop-specific responsibilities
- NAFSA staff print and ship participant workbooks and other materials necessary for specific workshop training
- Event specific information including workshop location and A/V equipment is provided by the local on-site workshop organizer

**Reimbursement for Training Delivery**

- Annual Conference: per diem reimbursement for 1 day of meals (not including incidentals)
- At Regional Conferences or On-Site Workshops: at the discretion of the Region or On-Site Organizer

**Qualifications:**

- Current Trainer Corps member
- Experience in professional development training for adults
- Effective workshop facilitation skills
- Group leadership and organizational skills
- Expertise in CEP Workshop content area

**Selection Process:**

NAFSA member leaders select Lead Trainers to fulfill the role on an event-by-event basis.

<b>Event</b>	<b>Selected by</b>
Annual Conference	Trainer Corps Chair and Chair-designate
Regional Conferences	Regional team leaders
On-Sites	On-site workshop organizer/NAFSA staff