

## **New Director Orientation (NDO) Facilitator**

### **Service Summary**

NDO facilitators deliver ACA's signature NDO Course to an assigned cohort of students at a designated location. ACA provides curriculum for facilitators to teach as well as training to ensure quality and consistency in delivery.

### **Knowledge and Experience**

- Speaking and teaching skills adequate to conduct an interactive, interesting workshop
- Current ACA member
- Demonstrated knowledge, skills, and abilities in administering a camp program/operation
- Strong sense of presence in an instructional setting working with adult learners and an enthusiastic and objective-oriented presentation style
- Good "people" skills — Able to relate well to people from varied backgrounds, help them feel comfortable, encourage their active participation, and motivate them

### **Essential Responsibilities**

- Ensure that ACA's NDO curriculum is delivered professionally and effectively to meet established learning objectives
- Assist in arranging for and setting-up an NDO course with the appropriate ACA PD Manager
- Manage a group of up to 30 participants
- Arrive punctually to course site and expertly manage time during the progression of the course to ensure that all aspects of the curriculum are delivered
- Maintain accurate course data, including attendance rosters, evaluations, and other reporting documents
- Relate to participants about their personal stories, aspirations, professional development, successes, and lessons learned
- Facilitate conversation, the exchange of knowledge, and point the participants in the direction of resources as needed
- Contribute feedback to other facilitators and ACA PD managers
- Provide feedback about program implementation, and be evaluated by participants

### **Time Commitment**

The NDO facilitator commits to:

- An initial time commitment of one hour for training to become an NDO facilitator
- A time commitment of 10–12 hours per course instance that includes communication with co-facilitator and ACA PD manager, preparation for designated units, and for instruction to be shared with a co-facilitator.
- Communicate with the PD manager, event team, and other volunteers in a timely and professional manner.

### **Selection and Training of NDO Facilitators**

All facilitators will be identified, trained, and supervised by an ACA PD manager or their designee. An ACA PD manager will invite qualified individuals to become facilitators or interested individuals may request to become an NDO facilitator.

Potential facilitators will be expected to attend a training session (virtual). During the training facilitators will discuss principles of adult learning and techniques, NDO course objectives and history, how to conduct a course, and explore methods of assisting participants in using the materials.