

Director of Training

Overview:

The Kentucky CASA Network, Inc. (KCN) seeks a dynamic and dedicated professional for the full-time position of Director of Training. The Director of Training will be responsible for the planning and execution of training needs for local CASA program volunteers and staff, conducting statewide volunteer pre-service and staff training, and facilitating technical assistance to local programs on developing and enhancing their volunteer and staff training programs. This position will also work closely with the KCN's programmatic team to ensure that training needs of the statewide CASA network are being met, based on feedback from the association's local program members.

The Director of Training will report to the Network Engagement & Strategy Officer. This position will be hybrid, based in Louisville, Kentucky, but may be remote if the ideal candidate lives outside of Louisville.

Who We Are:

The KCN is a 501(c)(3) nonprofit organization, governed by a board of directors, that provides ongoing development, training, technical assistance, and resources to local CASA programs across Kentucky. The KCN is the recognized state association in the Kentucky Revised Statutes (KRS) 620.530 and by the National CASA/GAL Association for Children.

The KCN has a mission to strengthen and support local CASA programs to build capacity to serve abused and neglected children involved in the court system through no fault of their own. The association advocates for the needs and interests of CASA programs and volunteers with industry stakeholders, state and federal officials, and child welfare decision-makers to advance the CASA mission statewide. The KCN currently supports 18 local CASA programs that served nearly 3,400 children throughout the Commonwealth in 2024.

Who You Are:

The ideal candidate for this position should be an individual with high standards and attention to detail who has a strong desire to ensure that CASA volunteers receive high quality training to be able to effectively advocate for children who have experienced abuse or neglect. You are a professional who enjoys developing, delivering, and facilitating training both virtually and in-person, and has a strong foundational knowledge of adult learning principles. You can function equally with individual tasks while being part of a small team that relies heavily on cross-functional collaboration. You are a critical thinker who knows how to prioritize work deliverables, and are able to pivot to adapt to any changes of training needs in the network.

Job Duties:

- Serve as the Master Facilitator for Pre-Service Training statewide for CASA programs in Kentucky and facilitates all Trainings of Facilitators for local program staff leading training; subject matter expert on all approved training modalities

- Adapt national volunteer pre-service training curriculum for Kentucky and deliver statewide pre-service training for new volunteers
- Assist local programs with providing pre-service training, including leading both virtual and in-person sessions as needed
- Lead Volunteer Coordinator training for new local program staff
- Provide overall leadership for curriculum content and planning for statewide staff and volunteer continuing education; collaborate with programmatic team to deliver internal and external trainings for the network
- Collaborate with Legal & Operations Officer and State Director/CEO to provide training for local program board members
- Manage statewide learning management system, and assist with maintaining training and attendance records
- Lead the planning and programmatic development of the bi-annual state CASA conference, including identifying/managing presenters and curating content for audience, and collaborating with other KCN staff on logistics
- Contribute to the Quality Assurance team around assessment of local program pre-service training delivery and continuing education
- Manage KCN member resources that support training and continuing education to the network
- Establish learning objectives and protocols for Kentucky CASA training activities and provide technical assistance on training standards to Local CASA programs
- Support reporting to grantors on training-related deliverables

Desired Areas of Expertise & Qualifications:

- Bachelor's degree in a related field such as education, sociology, social work, business administration, or training and development, with a minimum of 5-7 years of professional experience; master's degree or post graduate education preferred but not required
- Familiarity with adult learning principles and instructional design
- Experience in the child welfare, child advocacy, or juvenile justice field
- Familiarity with the CASA program and child welfare system in Kentucky
- Excellent verbal, written, and facilitation skills
- Demonstrable organizational and project management skills
- Highly motivated, self-starter who is willing to take initiative with a strict commitment to high quality training standards
- Detail-oriented team player with a strong work ethic and ability to work remotely with limited supervision
- Ability to thrive in a fast-paced, deadline-driven environment
- Ability to make strategic goals become desired results
- Ability to work a flexible, intermittent schedule with some work periods requiring statewide travel including evening and weekend work
- High level of proficiency and experience with Microsoft Office, Google Workspace, and learning management systems
- Ability to complete the 30 hours of pre-service training for CASA volunteers

- Ability to travel between 25-40% of the month throughout the Commonwealth with the primary office located in Louisville, Kentucky. Travel may be required outside of normal business hours and on weekends.

Compensation and Benefits:

This is a 37.5-hour per week position with an annual salary of \$70,000-\$74,000, contingent upon relevant education and experience. Benefits include a generous PTO policy inclusive of sick, vacation, and personal leave; short-term disability benefit inclusive of maternity, paternity, and adoption leave; employer-sponsored health insurance; a Health Reimbursement Arrangement (HRA); childcare reimbursement; a retirement plan with employer match; a family-friendly, flexible work environment; and the opportunity to work with a team of professionals who share a passion for helping the Commonwealth's children be able to live in a safe and permanent home.

To Apply:

Please submit a resume and cover letter to the attention of the Network Engagement & Strategy Officer at careers@kentuckycasanetwork.org no later than December 19, 2025.

Kentucky CASA Network, Inc. provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.