



Manager of Training Position Description

July 1, 2026

Overview

Ohio CASA's Manager of Training provides leadership in the planning, coordination, and in-person delivery of long- and short-term training needs for local CASA programs, staff, and volunteers; ensures quality trainings are available; and facilitates technical assistance to programs on developing and enhancing their volunteer and staff training programs. This position will be the primary staff person responsible for the planning and facilitation of the annual Ohio CASA Celebrate Kids! Conference.

Classification

The Manager of Training is classified as a salaried, full-time, exempt employee who reports to the Executive Director of the Ohio CASA/GAL Association and works closely with the Ohio CASA Director of Training.

Qualifications

The successful candidate will have an undergraduate degree in a related field with related work experience or significant experience, equivalent to a four-year degree, in a related field.

Experience in juvenile justice, child welfare, or child advocacy system is preferred.

Possess high level of skills in Microsoft products, including Excel, from direct experience.

Possess proven written and oral communication skills.

Possess a valid Ohio driver's license, insurance, and reliable transportation.

Duties

- Supports planning and facilitating the annual Ohio CASA Celebrate Kids! Conference for CASA volunteers, child welfare attorneys, and other professionals
- Leads the development and provision of technical assistance and training to local programs, including both staff and volunteers
- Works with staff in developing and disseminating training announcements, managing training logistics, and continuing education credits
- Works with the Director of Program Services to develop and provide technical assistance and training as a result of information gathered through standards and quality assurance activities
- Develop reports as requested on assignments and activities
- Serves on committees and work groups assigned
- Other duties as assigned by the Executive Director

Compensation

Compensation for the Director of Training is determined by the Executive Director within the budget and policies as approved by the Ohio CASA/GAL Association Board of Directors. Currently approximately \$65,000 annually with a full benefit package including medical coverage, a retirement contribution, and generous PTO leave.

Other

This is a relatively independent position. A highly motivated and structured individual is the best candidate. Regular work hours are established between the Director of Training and Executive Director as appropriate, however, will generally fall within the office regular work hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, with some hybrid flexibility possible. Regular travel around Ohio is expected to fulfill the job duties adequately. A valid Ohio driver's license is required as is dependable transportation and appropriate insurance. Mileage reimbursement is available. A background check is conducted as part of employment.