



Children's Defense Fund Job Description



TITLE: Ella Baker Trainer

DIVISION: CDF Freedom Schools® program

DATE: January-December 2015

Summary Statement

An Ella Baker Trainer is a Servant Leader selected by the Children's Defense Fund Freedom Schools® national staff to assist in training local *CDF Freedom Schools* staff. This position reports to the *CDF Freedom Schools* Ella Baker Trainer Coordinator.

Nature and Scope

The *Children's Defense Fund Freedom Schools* program is a literacy-rich summer and after-school program developed to serve children in communities where quality academic enrichment programming is rare, cost-prohibitive or non-existent. The *CDF Freedom Schools* program features a model Integrated Reading Curriculum (IRC) for reading enrichment, youth leadership development, cultural enrichment, parent empowerment, civic engagement, and social action. In partnership with schools, churches, community-based organizations, and colleges and universities, through the *CDF Freedom Schools*, the Children's Defense Fund boosts children's motivation to read and generates positive attitudes towards learning, while connecting the needs of children and families to the resources of the community. A key goal of the *Children's Defense Fund Freedom Schools* program is leadership development: identifying, training, nurturing, linking, mobilizing and empowering a new generation of effective, young servant leaders on behalf of children. *CDF Freedom Schools* programs are staffed primarily by college-aged young adults who are committed to active lives of leadership and service for children. The *CDF Freedom Schools* program supports CDF's Leave No Child Behind® mission to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start*, and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities.

Ella Baker Trainer Responsibilities:

Working under the supervision of the Ella Baker Trainer Coordinator, an Ella Baker Trainer will:

- Attend and carry out assigned duties for the required *CDF Freedom Schools* trainings and meetings scheduled from January to December 2014.
- Adhere to policies that address travel, decorum, dress codes, loyalty, responsibilities, etc.
- Communicate regularly with the Ella Baker Trainer Coordinator via email, telephone and the *CDF Freedom Schools* website.
- Submit requested information to the Ella Baker Trainer Coordinator in a timely fashion.
- Work independently and with the Ella Baker Trainer team to fully prepare for all *CDF Freedom Schools* trainings and meetings.
- Compile helpful training ideas and resources into an Ella Baker Trainer Training Portfolio.
- Train Servant-Leader Interns and local *CDF Freedom Schools* staff on the delivery of the Integrated Reading Curriculum and other key components of the *CDF Freedom School* program.
- Collaborate with the national *CDF Freedom Schools* staff to establish, maintain, and facilitate supportive and structured training environments for local *CDF Freedom Schools* sites.
- Facilitate team-building activities and workshops for Servant-Leader Interns and Site Coordinators/Site Administration from local *CDF Freedom Schools* sites.
- Serve as an extension of the *CDF Freedom Schools* national staff and an advocate for the *Leave No Child Behind* movement.
- Participate in Children's Defense Fund events when necessary.
- Complete other duties assigned as requested by the national *CDF Freedom Schools* staff

This position involves some weekend travel and a two-week stay in June 2014 for the *CDF Freedom Schools* meetings and trainings.

Qualifications:

- Matriculate at a college or university OR be a college graduate
- Maintain a minimum GPA of 3.0 or higher
- Experience as a Servant-Leader Intern at a *CDF Freedom Schools* site (two years or more experience is preferred; at least one year of service as a Servant Leader Intern in addition to another year of service as a Site Coordinator or Project Director is acceptable)
- Strong interpersonal skills and commitment to the character, humility and servant leadership ethics of Ella Baker
- Ability to facilitate large group sessions and workshops
- A solid commitment to children's advocacy and social justice
- Critical/analytical and creative thinker
- Responsible behavior and positive attitude
- Ability to work with the *CDF Freedom Schools* team in a collaborative manner
- Strong written and verbal skills
- Commitment to excellence in all areas of work
- Registered voter
- Authorization for background check

Compensation:

Ella Baker Trainers receive a stipend upon successful completion of service to the *CDF Freedom Schools* program. To apply for this position, review the Ella Baker Trainer application instructions (available www.childrensdefense.org/freedomschools) for assistance with the 2014 Ella Baker Trainer application packet.

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