

American Probation and Parole Association's Leadership Institute

Seeking Volunteer Training Coordinators for Our Leadership Institute

Now Accepting Applications for the **2022-2023** Leadership Coordinators

What is the Leadership Institute?

The Leadership Institute (LI) is a 12-month training opportunity for emerging leaders in the field of community corrections/supervision, i.e., pretrial, probation, and parole. The unique, multi-disciplinary curriculum is a blend of onsite and distance learning designed to help participants develop the knowledge and competencies required to become an effective leader. The leadership institute is valuable for first-level supervisors/managers—including those identified as prospective future leaders by their organization's upper managers or through succession planning and those who are self-motivated to acquire leadership skills---as well as aspiring leaders who are not yet in supervisory/management roles because they work in small agencies where transition to "upper" management would mean advancing from being a line officer to the top position in the agency.

What Does a Volunteer LI Coordinator do?

LI Coordinators administrate and facilitate all aspects of the training. Descriptions of duties and responsibilities, skills required, and time commitment are provided below. As volunteers, these Coordinators are not compensated for their time. However, applicable expenses incurred while traveling to and from the onsite sessions are reimbursable, i.e., roundtrip flight, hotel stay, and meals. LI Coordinators must commit to attending three consecutive training institutes (onsite training is on the front end).

Duties and Responsibilities

- Work in a team to review curriculum and recommend changes as appropriate
- Assist in developing the materials that will be utilized
- Develop interpersonal relationships with the participants
- Recruit sponsors, mentors, and other faculty as needed
- Coordinate matching participants to a panel of experts (subject-matter specialists)
- Participate in conference calls related to class activities and assignments
- Create and facilitate web-based presentations for participants between in-person training sessions
- Ensure faculty members are quality presenters and subject-matter specialists
- Ensure program results are used to improve subsequent programs

Knowledge, Skills and Abilities

Preferably, coordinators will have experience conducting and coordinating training as well as being a facilitator. Individuals must possess the following attributes: organizational skills, project management abilities, good oral and written communication skills, ability to be task-oriented and pay attention to detail, ability to collaborate and work well and harmoniously with others, and knowledge of progressive leadership and community corrections principles. APPA membership as well as familiarity with association leaders (staff or members of the Board) is expected. Knowledge of software and web-based applications is preferred, and curriculum development skills are a plus.

Time Commitment

Coordinators meet to formalize their training plan at least three months prior to the start of the first class. Essentially, the coordinator's commitment is for a total of 15 months. While it varies, individuals usually volunteer 2-10 hours per week while offsite. Volunteer hours can usually be accomplished during the coordinators' non-work schedule. During class sessions at the training institute sites, coordinators are generally engaged with class activities for 21 hours (three hours on Friday, nine hours on Saturday, and nine hours on Sunday).

How to Apply. Coordinator applications should be submitted to APPA – <https://www.surveymonkey.com/r/LI23Coordinator>

The following must also be submitted:

1. A resume or letter that clearly describes your past and present work responsibilities and areas of professional involvement related to this volunteer opportunity.
2. A Statement of Interest – why you wish to participate as an LI Coordinator.

Both documents must be uploaded and attached to your online application. PDF, DOX, DOCX, JPG, and JPEG formats are accepted or please forward to: Veronica Cunningham at vcunningham@csg.org. Selections will be made based on credentials and skills noted above, contributions to the field and/or APPA, and a willingness to commit to the full program (January 2022 – August 2023). Final selections will be made by October 15, 2021.

***Show Your Commitment to APPA by Volunteering
There are Career Benefits to Volunteering
Exhibit Industry Pride by Volunteering***

"Volunteers are not paid – not because they are worthless, but because they are priceless." Author Unknown