

# **CERTIFIED SOFTBALL ADMINISTRATOR PROGRAM (CSAP)**

## **LEARNING FACILITATOR**

### **ROLE DESCRIPTION**

**The Learning Facilitator is responsible for:**

- Conducting a minimum of two CSAP workshops annually
- Participating in a Facilitator Update Session annually
- Directing suggested Program amendments and modifications to the Participation Committee Member responsible for CSAP or the Participation Program Co-ordinator
- Recommending potential Learning Facilitators
- Promoting awareness of CSAP and the S.A.F.E. Star program

### **MINIMUM STANDARDS**

**To be eligible for Facilitator training, the candidate must:**

- Be recommended by the Participation Committee, Master Learning Facilitator, or Learning Facilitator
- Submit a candidate resume to the Participation Program Coordinator
- Demonstrate commitment to Softball Ontario and CSAP
- Demonstrate strong communication skills - listening & understanding, speaking and writing
- Demonstrate leadership capability
- Demonstrate strong relationship building capability
- Demonstrate strong organization skills
- Commit to the program for 2 years
- Sign Softball Ontario Volunteer Application and Confidentiality Agreement
- Adhere to Softball Ontario Policies & Procedures
- Have working knowledge of the game of softball
- Although not requirements, the following are considered desirable assets:
  - experience or post-secondary education in adult education
  - softball association executive or board member experience

### **CERTIFICATION**

**To be eligible for Facilitator Certification, the candidate must:**

- Participate in a Facilitator Training Workshop
- Co-facilitate one CSAP workshop with a Master Facilitator or experienced Learning Facilitator
- Conduct one CSAP workshop independently under the evaluation of a Master Facilitator or experienced Learning Facilitator

### **MAINTAINING CERTIFICATION**

**To maintain Facilitator Certification, Learning Facilitators must:**

- Conduct a minimum of two CSAP workshops annually
- Attend a Learning Facilitator Update Session annually
- Conduct one CSAP workshop annually under the evaluation of a Master Facilitator or experienced Learning Facilitator