



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **Human Resources** Division! Go to our job board to apply:

[job board](#)

The Sr. Learning & Development Specialist job at a glance

General Summary

Under general supervision, the Sr. Learning & Development Specialist will play a critical role in designing, implementing, and evaluating training and development programs within the agency. The individual will work closely with department leadership and the L&D Manager to identify learning needs, develop effective training strategies, and ensure the continuous growth and development of leaders and staff. This position is a full-time, hybrid position.

Core Benefits!

- **Hybrid** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

Training Design and Evaluation (50%)

- Conduct thorough learning needs analysis to identify skill gaps and learning requirements across various departments. Collaborate with leadership and subject matter experts to define learning objectives and align them with CCRC's business priorities.

Go to our job board to apply: [job board](#)

- Collaborate with the L&D Manager and leadership teams to design and deliver leadership development programs that enhance managerial skills and promote a culture of continuous learning and growth.
- Develop comprehensive learning programs that address the identified needs of different programs. Design and create engaging learning materials, such as presentations, e-learning modules, videos, and job aids, using various instructional methods and technologies.
- Collaborate in the evaluation strategies required to assess the effectiveness of learning programs. Analyze feedback and metrics to continuously improve learning initiatives and ensure they align with business needs and employee development objectives.
- Work closely with department leadership and subject matter experts to gather input, ensure alignment, and collaborate on the design and delivery of learning programs. Develop strong relationships within the programs to meet their learning and development needs effectively and efficiently.

Training Instruction and Coordination (45%)

- Facilitate learning sessions, workshops, and seminars to deliver engaging and impactful learning experiences. Utilize a variety of instructional techniques to accommodate different learning styles and maximize knowledge retention.
- Manage CCRC's Learning Management System in Workday, including content creation and maintenance, user management, and reporting. Stay updated on emerging LMS trends and technologies to enhance training delivery and user experience.
- Contribute to the overall learning and development strategy by staying informed about industry trends, best practices, and emerging technologies. Make recommendations for innovative approaches to enhance staff development.

Miscellaneous Responsibilities (5%)

- Partner with departments to identify subject matter experts to assist with "train-the-trainer" opportunities.
- Perform other duties and responsibilities as assigned.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Participate in departmental, agency and professional meetings and workgroups as assigned.
- Other duties as assigned.

Job Specifications

Minimum Required

- **Education:** Bachelor's degree in Human Resources, Organizational Psychology, Instructional Design, or a related field or equivalent combination of education and/or experience.
- **Experience:** Minimum of 5 years of experience in Learning & Development or similar role, preferably in a Senior level. History of managing, designing, developing, coordinating, and conducting training programs.
- **Professional/Technical Certifications:** N/A
- **Technical Requirements:**
 - Technical Requirements – Must have advanced knowledge of general office procedures and demonstrate excellent organizational and computer skills specifically in Microsoft Word, Excel, and Outlook e-mail. Ability to type 50+ wpm.
- **Bilingual Required:** N/A
- **Behavioral:**
 - Strong written and verbal communication skills. Communicate directly and diplomatically in oral and written forms.
 - Knowledge of adult learning principles to ensure effective learning programs.
 - Strong consulting skills with a client-focused mind-set; building valuable relationships based on trust, respect, and collaboration.
 - Demonstrate agility and flexibility, modifying approach, work focus, and program design to meet current learning needs.
 - Good time management skill and organizational skills to meet assigned deadlines.

Go to our job board to apply: [job board](#)

- Ability to work independently under minimal supervision and as part of team, demonstrating professional reliability and the ability to exercise confidentiality.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence technological security in accordance with Agency policy and legal requirements
- **Travel:** Automobile, current auto insurance, current California Driver's License and DMV clearance required. Minimal travel in CA required.
 - Travel to CCRC's San Bernardino office may be required on a monthly and/or as needed basis.
 - Travel to CCRC's Victorville office may be required on a bi-monthly and/or as-needed basis.
 - Travel to CCRC's the Antelope Valley office may be as needed.
- **Work Schedule:** full time or part time, typical work hours and shifts, days of week, and whether overtime is expected. Ex. Ability to work a non-traditional work schedule including early mornings, late evenings, and weekends.
- **Work environment:** Hybrid work environment; temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job.
- **Background & Health Clearance Requirements: N/A**

Preferred

All minimum requirements above met, plus:

- **Education:** Master's degree.
- **Bilingual preferred.**

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go to our job board to apply: [job board](#)

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

Go to our job board to apply: [job board](#)