



A Matter of Balance: Managing Concerns about Falls Master Trainer Job Description

**** Master Trainers work under a “License to Use” signed with their organization. All coaches trained by a Master Trainer work under the supervision and license of the Master Trainer’s organization. ****

Definition: A Master Trainer is responsible for teaching the A Matter of Balance (MOB) curriculum to coaches and providing them with guidance and support as they lead the Matter of Balance classes.

Criteria for Leadership:

- Experience and interest in working with older adults
- Knowledge about the special needs of older adults
- Good communication and interpersonal skills
- Experience with group process and facilitation
- Comfortable teaching, leading group discussion and role play
- Willingness to learn about and support the principles and protocols of evidence-based programs
- Enthusiastic about being a member of a team
- Dependable
- Able to use audiovisual equipment (TV/DVD or computer)
- Able to perform range of motion and low-level endurance exercises and to demonstrate A Matter of Balance exercises
- Able to move or carry up to 20 lbs
- Life experience valued with an education or health care background a plus

Training Expectations:

- Attend a two day Master Trainer session and earn A Matter of Balance Master Trainer Certification
- Participate in annual Master Trainer Update conference calls.
- Agree to provide training sessions for A Matter of Balance volunteer coaches.
- Master Trainers can teach a **Coach training** by yourself. You do not need to pair up with another Master Trainer to provide a Coach training.
- If you are a new Master Trainer and you do not have a coach or another Master Trainer available, you can teach a class to participants by yourself initially. However, you must have another person present during the class to support participants and provide safety during the class and exercises.
- **Once you have trained Coaches, Community classes must be led by 2 facilitators (Coaches and/or Master Trainers).**

Matter of Balance Master Trainer

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Classroom Responsibilities:

- Prepare for coach training sessions by reviewing the Matter of Balance manual and materials
- Maintain fidelity to the program by presenting the curriculum according to the directions, training and materials provided
- Encourage interactive discussion about the concepts and skills presented
- Demonstrate the exercises as outlined in the Matter of Balance Program
- Encourage socializing, sharing, and problem-solving among the coaches
- Conduct coach satisfaction survey at the end of training
- Have fun!

Mentoring Responsibilities:

- Assess each coach's understanding, ability and comfort with leading A Matter of Balance classes
- Be available to answer questions and provide support for coaches
- Observe and evaluate newly-trained volunteer coaches at least once during their first MOB class using the Coach Observation tool and process
- Encourage and collect feedback from coaches using the Coach Feedback form
- Collaborate with healthcare professionals to provide a therapist or healthcare professional visit to the A Matter of Balance class using the Guest Healthcare Professional Handbook as a resource.
- Pair experienced coach with a new coach whenever possible
- Provide 2.5 hours of updates for coaches annually.

Confidentiality, Communication, & Record Keeping:

- A Matter of Balance coach and participant information is confidential. Each Master Trainer is required to sign "A Pledge of Confidentiality"
- Master Trainers are encouraged to record "lessons learned" and identify opportunities for improvement.
- There must be a Master Trainer available to utilize the curriculum for A Matter of Balance and oversee Coaches