MADISON HOUSE AUTISM FOUNDATION

MADISON FIELDS
A MADISON HOUSE AUTISM FOUNDATION PROJECT

Vocational Skills & Job Readiness Training Manager
Job Description

Background:

Founded in 2008, **Madison House Autism Foundation**'s mission is to promote, model and advocate for the full inclusion of adults with autism and their families in the life of our communities, and to expand choice and opportunity in housing, employment, and social participation.

Located in Montgomery County's Agricultural Reserve, **Madison Fields** is a 265-acre working farm and community campus that offers job readiness and skills training for adults with autism and other intellectual and developmental disabilities (A/I/DD). It also serves the greater community by providing agricultural education, diverse indoor and outdoor spaces for personal or corporate events, and individual and group volunteer opportunities to support our mission.

Position Summary:

The Vocational Skills & Job Readiness Training Manager leads the design, delivery, assessment, and continuous improvement of Madison Fields' vocational skills and job readiness training program for adults with A/I/DD. This role oversees a team of trainers while ensuring that participants gain both foundational workplace ("soft") skills and practical, job-specific ("hard") skills through structured, hands-on learning across farm and workshop environments. The Vocational Skills & Job Readiness Training Manager develops clear training pathways, supervises staff, aligns daily operations with participant learning goals, and tracks measurable progress toward independence and employment readiness.

Duties:

Program Integration & Participant Support

- Design, implement, and oversee a comprehensive job readiness curriculum for adults with A/I/DD, including both soft and hard skills.
- Establish structured training pathways with progressive skill development (beginner to advanced).
- Ensure consistency, quality, and participant-centered approaches across all training.
- Integrate real-world work experiences into daily programming to reinforce learning.
- Continuously refine program design based on participant outcomes, staff feedback, and best practices.
- Collaborate with parents, guardians, caregivers, participants, and program staff to align training activities with participant goals and individualized supports.
- Adapt instruction to meet diverse learning styles, communication needs, and sensory preferences.
- Foster a structured, inclusive, and supportive environment that promotes dignity and independence.

- Coordinate with Community Engagement & Volunteer Coordinator to incorporate volunteers into program activities as appropriate.
- Ensure volunteers are appropriately trained and supervised when working with participants.
- Conduct outreach to recruit new participants.

Vocational Training Oversight
- Ensure high-quality training across the following areas:
  Soft Skills Development:
  - Teamwork and collaboration
  - Communication (verbal, nonverbal, and workplace-appropriate)
  - Flexibility and adaptability
  - Problem-solving and critical thinking
  - Self-management–time management, emotional regulation, and task persistence

  Hard Skills Training
  - Animal Care: grooming, feeding, cleaning, paddock and coop maintenance
  - Landscaping: mowing, weeding, edging, watering, mulching
  - Gardening: planting, weeding, irrigation, composting, harvesting
  - Soapmaking: production processes, quality control, packaging
  - Furniture Refinishing & Woodworking: basic tool use, sanding, repair, finishing
  - Hospitality: set up, clean up, sanitation, flow management, customer service
- Ensure tasks are presented in clear, structured steps and adapted for different learning styles.
- Promote skill transferability to community employment settings.
- Coordinate with other program areas (e.g., equine services, events, facilities) to create meaningful work opportunities.
- Ensure that training activities contribute to the overall functioning and sustainability of Madison Fields.
- Establish and enforce safety protocols across all training environments (farm, barn, workshop) and ensure safe use of tools, equipment, and materials.
- Train staff and participants on safety procedures and monitor compliance.
- Maintain a clean, organized, and hazard-free environment.

Progress Tracking & Reporting
- Develop and implement systems to track participant progress including skill acquisition, independence levels, and workplace behaviors.
- Maintain accurate documentation and generate reports for internal and external use.
- Use data to inform program improvements and participant advancement.
- Maintain program schedules, training materials, and operational plans.
- Participate in organizational planning, evaluation, and continuous improvement.
- Contribute to grant reporting, communications, and program storytelling as needed.

Staff Supervision
- Supervise and support the Vocational Skills & Job Readiness Training Coordinator, Job Readiness Program Coordinator, Furniture Refinisher & Woodworking Coordinator, Job Readiness Program Assistant, and Job Readiness Farm Attendant.

- Provide coaching, staff development, guidance, and performance feedback to staff.
- Coordinate staff schedules, roles, and responsibilities across program activities.
- Ensure alignment across different training areas (farm, barn, workshop, etc.).

Required Qualifications:

- Bachelor's degree or equivalent experience in vocational rehabilitation, workforce development, special education, psychology, social work, or a related field.
- Minimum 4-6 years of experience providing DDA provider services such as career exploration, day habilitation, community development services or related programs for adults with A/I/DD.
- Minimum 2 years of supervisory or team leadership experience.
- Experience providing job readiness, vocational skills training, supported employment, or transition-to-employment services to adults with A/I/DD.
- Demonstrated experience developing, adapting, or implementing structured job readiness or vocational skills curricula, including progressive skill-development pathways.
- Experience assessing participant skills, establishing individualized training goals, documenting skill acquisition and independence, and using progress data to inform training and advancement.
- Knowledge of neurodiversity-affirming practices and person-centered approaches.
- Experience supporting individuals with sensory, communication, behavioral, or executive functioning differences.
- Strong organizational, leadership, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work in a physically active, outdoor environment as needed.
- CPR/First Aid certification (or to be completed within 90 days).

Preferred Qualifications:

- Experience working in farm-based, equine-assisted, agricultural, horticultural, or outdoor vocational programs.
- Experience integrating revenue-generating activities into training programs.
- Experience coordinating with multiple program areas (e.g., facilities, events, volunteers).
- Veterans and transitioning service members are strongly encouraged to apply.
- Second language proficiency (e.g., Spanish, Chinese, Korean, etc.).

Location: Dickerson, MD

Employment Type: Full-time (40 hours per week)

Salary Range: $55,000-$65,000

Actual base salary may vary based on, but not be limited to, relevant experience and base salary of internal peers.

Benefits: Health insurance, retirement savings plan, paid holidays, vacation days, and wellness days.

Send resume and cover letter to: jobs@madisonhouseautism.org