

Job Posting

Director of Educational Standards Division California Massage Therapy Council (CAMTC)

About CAMTC

The California Massage Therapy Council (CAMTC) is a private, non-profit organization created by state law to oversee the voluntary, state-wide certification of California massage therapy professionals. Formed in 2009, CAMTC now has over 50,000 certificate holders. To qualify for certification, massage professionals must, among other things, prove that they have received the statutorily required education from a school approved by CAMTC and pass a thorough background check.

CAMTC is creating a new division to oversee and implement the voluntarily approval of California schools for the purposes of CAMTC certification. In addition to working with the 200+ California schools that provide massage education, this division will help the Board establish policies and procedures for determining educational standards and then implement those standards. It will also review transcripts from other states and countries to determine if educational standards are met.

CAMTC has an office in Sacramento, which processes all applications. Other CAMTC employees work remotely from independent locations around the state.

About the Position

The Director of Educational Standards Division is a new position for a to be created division. Thus, the person hired for this role will need to work closely with the CEO to build the division from the ground up, including creating action plans, drafting budgets, hiring employees, drafting and implementing timelines, determining expectations for the program and employees, drafting all documentation required for the division, etc.

Candidates residing throughout California are encouraged to apply. The Division Director may work from CAMTC's Sacramento office or from home, whichever is determined to be most appropriate by the CEO. Expect frequent local and statewide travel to visit schools, attend board meetings, visit CAMTC's Sacramento office, and occasionally attend both in- and out-of-state conferences.

This position will require someone with a high level of management expertise and good working knowledge of the operation of massage schools and curriculum. The ideal candidate will be: capable and comfortable hiring and managing staff; proposing and implementing policies and procedures regarding school and curriculum standards; interacting with both supportive and unsupportive schools; working with industry stakeholders and other government entities; and interacting with the diverse members of the CAMTC team. While this position demands much time and energy, it also offers an exciting opportunity for the right individual to create a new division within CAMTC and to influence the quality and standards of massage therapy education in California and beyond.

Required Qualifications

Applicants for this position MUST HAVE:

- Bachelor or higher degree
- Minimum 5 years experience in vocational education administration
- Minimum 5 years experience in creating massage therapy curriculum
- Understanding of BPPE and national accreditation standards and processes
- Minimum 3 years management experience

Application Process

Please submit the following items to ESD@camtc.org by October 8, 2014:

- Cover letter expressing your interest in the position and how your previous experience qualifies you for this position
- Resume with all relevant experience
- List of three professional references