

JOB DESCRIPTION

Position Title	Department	Reports to
Training Administrator	Administration	COO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	1/1/2021

POSITION SUMMARY

The Training Manager is responsible for the coordination, development, facilitation and delivery of early childhood technical assistance; professional development; and new employee, volunteer and parent training for teachers, program and support staff, parents and community partners. The Training Manager will deliver training and direct assistance to both individuals and groups. The Training Manager will also be responsible for maintaining current data systems as well as a recordkeeping system to track employee qualifications, participation and progress in accordance with Head Start, State and childcare licensing standards. The Training Manager will cultivate agency and community-based partnerships to provide ongoing support and training that promotes equity, best practices, core competencies and positive outcomes for staff, children and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Develop the agency annual training plan and budget.
- Build rapport with trainees and encourage them in professional growth.
- Facilitate delivery of training to new and existing staff, volunteers, parents and community partners.
- Participate in creating and implementing training programs.
- Maintain training records (e.g. staff qualifications, trainee lists, schedules, attendance sheets).
- Procure qualified subject matter experts to deliver identified trainings, schedule internal and external training facilities and ensure environments are properly prepared.
- Prepare and disseminate material (e.g. instructional notes, feedback forms).
- Act as a point-of-contact for trainers, vendors and participants.
- Establish and maintain system for internal and external training registration.
- Resolve issues as they arise onsite.
- Submit reports on training activities and results.
- Recommend improvements or new programs.
- Ensure employees and vendors follow established policies.
- Performs other duties, as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's Degree in Early Childhood Education, or closely related field required.
- Two to five years directly related experience.
- Familiarity with industry best practices and standards.

- Ability to translate complex problems and concepts in training.
- Strong leadership and communication skills.
- Excellent customer relationship skills
- Excellent organization skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is regularly required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this position include those required for reading, writing, and typing. The noise level in the work environment is usually moderate to high.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. Mid-Columbia Children’s Council is an equal opportunity Provider