

Training Specialist

Position Summary

The Training Specialist, under limited supervision, conducts integrated training needs assessments. This person evaluates, designs, coordinates and delivers a comprehensive range of training and education programs in field of expertise.

Essential Duties and Responsibilities

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

- Delivering group and individual instruction and training covering a range of technical, operational, and/or management areas in a specified field
- Developing training curricula and recommending or utilizing vendor programs meeting instructional goals and objectives
- Formulating training outlines and determining instructional methods utilizing knowledge of specified training needs and effectiveness of such methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops
- Selecting or developing training aids including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works
- Coordinating administrative functions necessary to deliver and document training programs
- Evaluating effectiveness of training and development programs, and utilizing relevant evaluation data to revise or recommend changes in instructional objectives and methods
- Assisting in analyzing and assessing training and development needs for individuals, departments, and/or external organizations
- Reviewing instructor performance and recommending improvements to program content and/or instructor presentation methods. May recruit, select, and train instructors
- Potentially leading and training staff who performing related work
- Potentially participating in the recruitment of volunteers as appropriate

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in related field
- At least 3 years of experience directly related to the duties and responsibilities specified
- Comprehensive knowledge of training plan, curriculum, and aid design and development
- Knowledge of implementation and facilitation of technical, operational, and/or specialty training events and program
- Teaching and facilitation skills
- Ability to assess training needs and objectives
- Ability to design, develop, implement, and evaluate responsive programs and initiatives including training plans, curricula, and methodology
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community