

## Human Resource - Training Coordinator

### POSITION SUMMARY

Develops, facilitates, monitors, and evaluates ongoing training programs for staff. The Coordinator is responsible for the fulfillment of the training schedule and completes administrative duties as associated with training and/or the department.

### Minimum Qualifications:

Minimum Education	Bachelor's degree in related field, or equivalent number of years of experience.
Minimum Experience	Training experience preferred.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> <li>• Microsoft Office</li> <li>• Excellent written and verbal communication skills</li> <li>• Understand the principles and methods of training.</li> <li>• Instruct others in a classroom setting.</li> <li>• Produce written documents with clearly organized thoughts using proper English sentences construction, punctuation, and grammar.</li> <li>• Establish and maintain effective working relationships by working cooperatively with others.</li> </ul> <p>Work safely without presenting a direct threat to self or others</p>
Certifications	MANDT, First Aid, CPR and Water Safety Trainer Certified. May obtain within the first 90 days of hire.

### Frequency Factor of Physical Demands:

Function	Frequency
Walking and Standing	Up to 75%
Sitting	Up to 25%
Manual Dexterity	Less than 25%
Visual and Auditory Acuity	More than 90%
Lifting – More than 40 lbs.	Up to 10%

### Working Conditions:

- The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms, or libraries.
- Comfortable levels of temperature, ventilation, lighting and sound are inherent in the work environment.
- Exposure to deviations from pleasant environmental conditions is only occasional.
- The likelihood of injury is remote.
- Fast paced environment with many interruptions, distractions, and deadlines.

### Bloodborne Pathogen Exposure (mark the box that most accurately fits position)

Check One	Description of Exposure
x	Seldom exposed.
	Moderate exposure.
	High risk of exposure.