Greater Wisconsin Agency on Aging Resources

Position Description

# Position Title: Training Coordinator – LTE Position

Reports to: Older Americans Act Programs and Special Projects Manager

Position Status: This is a part-time position working Monday through Friday with some overnights required.

**Position Summary:**

This position will be responsible for communicating with staff to identify training needs and mapping out development plans for teams and individuals within the agency. The Training Coordinator will be responsible for managing, designing and developing training materials for staff. This position will provide feedback and evaluate online training materials for effectiveness and make recommendations as needed.

**Essential Job Functions:**

1. Develop and design training programs and materials for agency staff.
2. Research and evaluate online training software programs to meet the needs of the agency.
3. Schedule and conduct meetings with staff to proactively identify topics to be addressed or areas in need of additional instruction.
4. Conduct research for each area of the agency to identify skills or knowledge gaps within current training areas.
5. Evaluate and report training feedback to customers and agency staff on training effectiveness.
6. Maintain updated curriculum database and training records.
7. Work effectively as a team member to accomplish team and agency projects.
8. Upon request, assist other teams in accomplishing project goals.

**Qualifications:**

BS degree in training, human resources, education or related field. Outstanding communication skills, both written and verbal. Significant work experience as a trainer, training facilitator and educator. Strong working knowledge of current online training techniques and software programs. Proven track record, showing the ability to successfully complete the full training cycle (access needs, plan, develop, coordinate, monitor and evaluate). Computer skills including Microsoft office proficiency. Must be able to work effectively with limited management direction. Must be able to travel within our 70-county service region.