



CIVICORPS JOB DESCRIPTION

Job Title: JTC Training Coordinator
Department: JTC
Reports To: JTC Program Manager
FLSA Status: Exempt

SUMMARY

Responsible for all aspects of initial training and orientation of Corpsmembers, Conservation Interns and new JTC staff. Responsible for implementing the JTC training curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervision:

- Direct Supervisor for all new Supervisors for first 6-months on job. Complete training and 6-month evaluation prior to transition of supervision to Job Training Manager.
- Direct Supervisor for Jesuit Volunteer for entire year of service. Complete training and evaluations as necessary. Participate in interviews and feedback with Jesuit Volunteer Corps.
- Supervise Corpsmembers during the one-week orientation phase.

Orientations:

- Responsible for the coordination and successful completion of the orientation crew's work and/or community service projects.
- Establish performance expectations, review and evaluate performance, provide written and verbal evaluation of assignments, and tracks behavior and attendance of Corpsmembers during the orientation phase.
- Determine appropriate material and equipment for proposed orientation projects.
- Responsible for the maintenance, distribution, monitoring, and security of assigned equipment and supplies for orientation crew.
- Work closely with Corpsmember Recruiter and Academy staff in the development and implementation of the orientation curriculum.
- Work with Corpsmembers and JTC staff to ensure a smooth transition between orientation crew and regular crew assignments.

Recruitment and Transitions:

- Oversee recruitment and hiring of Conservation Interns
- Work with JTC lead staff to ensure Corpsmembers are properly insured, outfitted and prepared for their first project and crew assignments.

Certifications and Training:

- Implement, coordinate, and facilitate Corpsmember training/certification program
- Design, develop, implement and monitor Crew Leader training program



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- Collaborate with Academy staff to develop and design life skills and other trainings that build Corpmember job skills
- Develop and implement curriculum for Supervisor Orientation and Tool Certification training
- Work with JTC lead staff to identify areas of training that support Supervisor roles/responsibilities.
- Ensure processes are in place and communication is clear regarding training expectations and curriculum outcomes
- Be part of overall Corpmember program education plan through cross-program training and collaboration

SUPERVISORY RESPONSIBILITIES

Directly supervises Corpmembers during the orientation and carries out supervisory responsibilities for JTC staff as directed by the Deputy Director and JTC manager. Also, performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A. or B.S.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Also is capable to write reports, business correspondence, and procedure manual and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Knowledge of and ability to teach team player skills.



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Technical knowledge of projects such as landscaping, resource management, erosion control, revegetation, fire prevention, trail building and repair, building renovation, and recycling.

Excellent oral and written communication skills.

Familiarity with word processing.

Ability to teach safe and proper use of equipment and hand and power tools.

CERTIFICATES, LICENSES, REGISTRATIONS

Class B California Drivers License

First Aid/CPR Certificate

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and climb or balance. The employee is occasionally required to sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually loud.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.