

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Coordinator

DEPARTMENT: Human Resources

TITLE OF POSITION: Training and Development Coordinator

IMMEDIATE SUPERVISOR: Chief Organizational Development Officer

NORMAL WORKING HOURS AND SCHEDULE: 8:30 a.m. to 5:00 p.m. Flex as needed to include some weekends as needed.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school diploma/GED required; 2) a. Bachelor's degree in related field preferred; b. Attains any necessary certifications determined necessary for the position within 3 months of start date; 3) Proficiency with Learning Management system and Microsoft Office program required; 4) Knowledge of Adult learning principles and ability to research and develop trainings required. 5) Experience with learning management systems, instructional design and e-learning systems preferred 6) Ability to work independently required; 7) Excellent time management, public-speaking, problem-solving and both verbal and written communication skills required; 8) Knowledge of I/DD training regulations; 9) Excellent organizational, Interpersonal and leadership skills required; 10) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 11) Ability to lift 50 pounds; and 12) Ability to intermittently, and spontaneously lift, transfer, and reposition individuals.

POSITION RESPONSIBILITIES

1. Ensures accurate and efficient record keeping and data management of training completion for all employees along with tracking other areas of compliance (To include all aspects of First Aid/CPR Trainings).
2. Ensures completion and retention of all training related documentation/ paperwork not limited to new employee orientation.
3. Serves as an instructor for the various trainings offered through the training department.
4. Prepares a training schedule and ensures development, updates, and completion of all trainings for the organization.
5. Cultivates and sustains a pool of First Aid /CPR instructors to help with the demands of the training.
6. Oversees the functions or Success Ambassadors to ensure they meet the training needs of all assigned departments and staff
7. Ensures all materials for trainings/classes are available along with assisting with any set up needs.
8. Works closely with the human resources team and various service departments to ensure a smooth onboarding experience for all employees.

Training and Development Coordinator

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9. Assists department leaders to maintain compliance through regular monitoring of reports on SkyPrep.
10. Develops and maintains annual training calendar and posts on the intranet ensuring training locations are requested and confirmed.
11. Develops online trainings on various topics to promote on going organizational development.
12. Researches and develops needed trainings to support staff development efforts.
13. Arranges for outside speakers/ trainers for various topics to promote organizational development.
14. Facilitates leadership development efforts and other round table discussions as needed.
15. Develops and facilitates trainings based on community and non-employee partners and attendees in an effort to extend offering beyond Anne Grady Services.
16. Knows how to operate all audio/visual equipment and Learning Management System used for all trainings/classes.
17. Cooperatively works with all Anne Grady employees actively supporting development of employees and the organization.
18. Attends meetings as scheduled and works in a variety of settings as assigned.
19. Ensures that individuals are free from abuse and neglect to the extent possible.
18. Reports to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
19. Follows policies and procedures.
20. Exemplifies Corporation philosophy.
21. Works and communicates with the Chief Organizational Development officer, Executive Director and the HR team in a positive manner and alerts either of important situations.
22. Serves on internal and external committees to assist with employee retention and engagement efforts.
23. Performs any other related duties which may be assigned.

List of positions directly supervise.
if more than eight, list totals only.

Training and Development Assistant.

Success Ambassadors

Form Pr-105

Signature of Employee

Revised: 6/14/2022

Signature of Department Director

Date

Date