

TRAINING COORDINATOR JOB DESCRIPTION

Job Summary:

The Training Coordinator is responsible for, and assists the JATC Committee in the planning, development, administration and implementation of training programs and courses to satisfy the needs of the industry and the Metro Area members of SMART Local #10.

Essential Functions:

- Develops, implements, administers, and maintains all training courses, policies and programs.
- Conducts needs assessments and identifies skills or knowledge gaps that need addressing.
- Develops short and long-range program goals and objectives.
- Implements changes in program policies, procedures, and goals.
- Oversees daily operation of the apprentice and journey level training program.
- Manages financial funds, develops budgets, and operates within budget guidelines.
- Maintains records.
- Supervises instructors and staff.
- Complies with all State and Federal regulations.
- Maintains facility and equipment.
- Coordinates JATC Committee meetings.
- Recruits apprentices and instructors.
- Confers with and advises apprentices and journey level members as necessary.
- Performs all other administrative duties as required of the position.

Qualifications/Key Competencies:

- Five or more years of experience as a journey level Sheet Metal Worker.
- Advanced organizational skills with the ability to handle multiple assignments.
- Well-developed analytical, record keeping and administrative skills.
- Well-developed counseling, training, and interviewing skills.
- Strong oral, written and interpersonal communications skills.
- Familiarity with traditional and modern training methods and techniques.
- Demonstrated leadership and supervision skills.
- Ability to inspire and motivate.
- Proficient computer skills in MS Office and/or similar programs.