



Saint Margaret's Episcopal Church

DBA

Council for Community Outreach and Development

Address: 5301 Free Pike, Trotwood, Ohio 45426

937-837-7741

JOB DESCRIPTION: Ready-4-Work (Workforce) Lead Trainer

Job Summary

The Workforce Lead Trainer is a contracted position. The Workforce Lead Trainer will be responsible for sourcing clients and developing curriculum designed to meet the varied learning objectives of the Ready-4-work program and its participants. The incumbent will deliver and/or supervise the effective delivery of all training programs to meet the objectives of the Ready-4-Work/CCOD contract. The incumbent will assess ongoing and future training and development needs of program participants as well as assure that training outcomes fulfill the Ready-4-Work (Workforce) soft skills job performance targets.

The Workforce Lead Trainer will create and maintain all training-related files required to assure compliance with requirements outlined by the Program Director and/or the representative for Council for Community Outreach and Development (CCOD). Such files will include but not be limited to, the reporting and analysis of the programs' and participants' activities, learning objectives, deliverables, outcomes, participant personnel data, hours worked, etc.

Essential Job Functions

- Attend and successfully complete training as directed by Montgomery County
- Using intake assessment data, identify training needs and most effective learning style for program participants
- Source and implement (including facilitate) training programs targeted at enhancing program participants' employability
- Facilitate learning activities, curriculum and resources; ensure the quality and effectiveness of training programs meet outcome guidelines/standards outlined by CCOD
- Ensure all program sessions, activities, projects, and communication of objectives are clearly understood and appropriate for each client.
- Maintain an effective learning environment that's diverse enough to meet the varied learning styles of program participants, including programs of instruction, demonstrations, and a positive-affirming atmosphere
- Deliver soft job skills curriculum according to the content and metrics required and expected by the county, government standards and needs of potential employers
- Create and maintain client data base, performance metrics/goals, community contact information, etc. to meet the reporting requirements of CCOD
- Schedule and coordinate appointments for clients and community participants.



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- Organize and participate in the Completion Ceremony or appropriate completion celebration for program participants
- Demonstrate timely readiness of all data needed for Montgomery County / CCOD reports

Required Experience and Competencies

- Bachelor of Science in Human Resource Management, Learning & Development or Education
- Minimum 3 years prior work experience in training delivery as a trainer responsible for sourcing and/or developing targeted curriculum
- In-depth understanding of traditional and modern-day adult learning methods (including workshops, simulations, e-learning and coaching) and demonstrated ability to effectively implement
- Proficient in all the Microsoft suite of products
- Proficiency in Learning Management Systems (LMS)
- Excellent leadership, communication (verbal and written) and motivational support skills
- Excellent change management skills