

Position Summary:

The Training Coordinator is an unpaid, volunteer position intended to support the Emergency Management (EM) program by providing expertise in the research, planning, facilitation, implementation, and coordination of training for Emergency Management Agency (EMA) volunteers. Coordination with professional and volunteer leadership, trainers and subject matter experts (SME) will be vital to the success of the position.

Responsibilities:

The Training Coordinator is a support position to the EMA Coordinator. All responsibilities listed below are as support to the EMA program and the work conducted by the EMA Coordinator and EMA volunteers.

- Ensure Federal Emergency Management Agency (FEMA), National Incident Management System (NIMS), Incident Command System (ICS), Illinois Emergency Management Agency (IEMA) and other relevant agency compliance as it relates to training and certification of EMA personnel and volunteers;
 - Support the EMA volunteer programs and response teams by: developing additional volunteer opportunities, ensure the appropriate use of volunteer teams, liaise with volunteer leadership in support of their mission,
 - Coordinate and maintain an overall schedule of events, training and projects to ensure conflicts are minimized;
 - Retain training records related to course curriculums and syllabus, requirements, and evaluations to include records relating to student training and training conferences;
 - Identifies training needs for, and evaluates effectiveness of, training provided to all EMA personnel.
 - Assist in negotiating memoranda of understanding with appropriate community agencies;
 - Assist in preparing a budget that addresses the needs of the village in emergency management related training;
 - Respond to local emergency/disasters; provide staff support to the Crisis Management Team to coordinate actual or potential emergency preparedness or response efforts;
 - Remain current on all emergency management topics by reviewing literature on pertinent topics;
 - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
 - Other duties as assigned to further the EM program.
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Knowledge, Skills and Abilities:

Knowledge of:

- NIMS, ICS, Homeland Security Exercise and Evaluation Program (HSEEP) and EM principles through attainment of the FEMA Professional Development Series (PDS) and IEMA PDS. Completion of the IEMA Illinois Professional Emergency Manager (IPEM) certification and maintenance of IPEM certification is highly desirable;
- The principles and practices of public administration and government organization and Village rules and regulations, ordinances, policies and procedures, and resolutions;
- Research techniques, methods, and procedures;
- Practices of local emergency management.
- Program or project management techniques;
- Budget preparation and fiscal management required to develop and administer a budget;
- Learning theory or principles as applied to adult training;
- Training or instructional strategies and methodologies;
- Research techniques, methods, and procedures;
- The principles of group dynamics and human behavior;
- Trends in executive development and management training;
- Problem-solving techniques;
- Report-writing techniques to produce analytical reports or written materials having high organizational impact in appropriate format;
- The principles of supervision;
- Strategic and organizational planning techniques.

Skill in:

- Producing written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar;
- Effective communication, both orally and in writing, with all levels of contacts;
- Gathering pertinent facts, making thorough analyses, and arriving at sound conclusions;
- Appropriate technology including word processing, database, spreadsheet, email and internet at a minimum;
- Formulating concepts and developing strategies and solutions for training needs;
- Organizing time and resources (e.g., people, facilities, events, materials, etc.).

Ability to:

- Develop and maintain working relationships with private, military, local, state and federal officials in order to keep up-to-date on current issues facing the emergency management community;
 - Develop feasible short and long-range plans/goals to project and develop programs and projects.
 - Establish and maintain effective working relationships with those contacted in the course of assignment.
 - Organize, prioritize and perform multiple tasks concurrently.
 - Exercise sound judgment in safeguarding confidential or sensitive information.
 - Independently make decisions and take appropriate action.
 - Convert ideas and concepts into an effective combination of audio and visual impressions.
 - Work cooperatively with other village employees, representatives from state and local governments, and the public;
 - Be able to work an average of 20 hours per month.
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Education and Experience Required:

- A bachelor's degree from an accredited college or university with a major in business or public administration, education, or social or behavioral science or related field and three (3) years professional supervisory or management experience in directing, developing, evaluating and teaching curricula and academic programs.;
 - A Master's degree in business or public administration, education, or social or behavioral science may substitute for one (1) year of the required experience;
 - Extensive experience in training coordination and delivery at a professional level (Military, Law Enforcement, Fire Services, etc.) may be substituted in lieu of formal education;
 - Minimum certification includes the Community Emergency Response Team (CERT) course and ICS 100 & 700;
 - Ability to respond to emergency situations after hours, on weekends, and on holidays;
 - Experience in conducting emergency response planning and training;
 - Ongoing training in subjects including, but not limited to, EM, Adult Learning, Training, Instruction, Leadership/Supervision, etc. Training may be in the form of classroom or face-to-face instruction, online, multi-media or self-paced. Coursework may be developed or presented by various agencies/organizations at the Federal, State or Local levels as well as public and private
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Additional Requirements:

- Must pass a criminal background check.
- This position requires the use of personal or village vehicles on Village business.
- Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record.
- Use of a personal vehicle for village business will be prohibited if the appointee is not authorized to drive a village vehicle or if the appointee does not have personal insurance coverage.
- Personal vehicle use for village business is restricted to passenger vehicles.