



Job Description

Job Title: Part Time Seasonal Trainer	Position Classification: Part Time/Temp
Reports to: Director of Training & Professional Services	Weekly Hours: Seasonal/As Needed
Department: Training & Professional Services	Prepared by: Paul Bland
Date: January 22, 2026	Percent of Time Traveling: 100%

Position Overview: Lead challenge course and specialized activity trainings. Responsible for completing training reports and other documentation.

Principal Duties and Responsibilities (Essential Functions):

- Conduct training for Signature Training clients in challenge courses and specialized activities.
- Manage testing and certification processes.
- Review and understand all training documentation.
- Communicate with clients in a timely and professional manner.
- Verify availability of activity-specific equipment and facilities
- Complete and submit all required post-training documentation and reports.
- Manage timesheet entries, travel logistics, and expense tracking.
- Attend Annual Trainer's Gathering
- Ensure the return of all equipment and leftover materials to the main office post-training season
- Maintain current knowledge of industry standards, regulations, equipment, and technology across all program areas, including ACCT and applicable specialized activity standards.
- Stay current on safety protocols and common practices for all specialized activities.
- Any other duties as assigned.

Minimum Required Education and Experience

- Meet the guidelines of an ACCT Qualified Course Professional (QCP)
- Mastery of a wide variety of challenge course systems and skills
- Current certification and documented experience specific to assigned specialty activities
- Proven ability to deliver quality training and assess participant competency

Certification Requirements

- CPR and First Aid Certification
- Level 2 Challenge Course Certification
- Current certifications in assigned specialty activity areas.

Preferred Education and Experience

- College degree in a relevant field such as Business, Education, Recreation, or Outdoor Education
- Experience in a Challenge Course Manager or Recreation Program Director role
- Experience in training adult learners and developing curriculum