



Job Description

Job Title: Part Time Seasonal Trainer	Position Classification: Part Time/Temp
Reports to: Director of Training	Weekly Hours: Seasonal/As Needed
Department: Training	Prepared by: Rachel Robinson
Date: October 17, 2019	Percent of Time Traveling: 100%

Position Overview: Lead challenge course trainings.

Principal Duties and Responsibilities:

Challenge Course Training Delivery

- Conduct trainings for Signature Training clients.
- Manage challenge course testing and certification accordingly.

Pre-Training Procedures

- Confirm and coordinate shipping/receipt of necessary equipment and documents.
- Review site Inspection Report, Training Information Form, and past Completed Training Forms.
- Coordinate travel arrangements for all trainings.
- Conduct pre-training interview with site contact person.

Post-Training Procedures

- Grade tests of all participants.
- Complete and submit all required post-training documentation and reports, including Completed Training Form, Job Completion Form and Checklists.
- Conduct post-training interview with site contact.

Additional Duties

- Attend Annual Trainer’s Gathering.
- Ensure the return of all equipment and leftover materials to the main office, post-training season.
- Remain current with the State of the Challenge Course Industry, including but not limited to: Standards, Jurisdictions, Systems, Equipment, and Technology.

Minimum Required Education and Experience:

- Meet the guidelines of a ACCT Qualified Course Professional (QCP).
- Extensive Challenge Course program delivery hours in a wide variety of operating systems.
- Mastery of a wide variety of Challenge Course systems and skills.

Certification Requirements:

- CPR Certification
- Level 2 Challenge Course Certification

Preferred Education and Experience:

- College degree in a relevant field such as Business, Education, or Recreation.
- Experience in a Challenge Course Manager role.