



Job Description

Job Title: Training Coordinator	Position Classification: Exempt
Reports to: Director of Training & Professional Services	Weekly Hours: 40+
Department: Training	Prepared by: Paul Bland
Date: January 1 st , 2026	Percent of Time Traveling: Up to 75% Varies Seasonally

Position Overview:

The Training Coordinator supports the development, delivery, and administration of Signature challenge course and recreational training programs. This role coordinates certification courses, assists with client communication and scheduling, and ensures that all trainings align with ANSI/ACCT, ACA, and other relevant standards. The Training Coordinator also supports seasonal trainer supervision, marketing efforts, and client follow-up while representing Signature with professionalism and a commitment to quality and safety.

Principal Duties and Responsibilities:

- Challenge Course Trainings
 - Deliver training across all tracks and levels for Signature Training clients.
 - Conduct challenge course testing and certification.
 - Complete post-training reports and documentation.
 - Administration of Open Enrollment Certification Training.
- Recreational Trainings
 - Deliver recreational trainings, First Aid, CPR, Lifeguard, Archery, etc.
 - Develop and maintain policies and procedures in alignment with certifying bodies and the American Camping Association.
 - Administration of Open Enrollment Recreational Training.
- Client Support
 - Identify host sites for Open Enrollments.
 - Identify clients' training needs.
 - Follow up with clients post-training.
- Seasonal Trainer Support
 - Assist in the recruitment of new trainers.
 - Supervise and observe seasonal trainers.
 - Provide on-call emergency support to part-time/seasonal staff in the field.
 - Coordinate with the Training Manager in scheduling seasonal staff.

- Client Sales/Marketing
 - Assist with posting upcoming training events and services to social media and the website.
 - Marketing to new clients and underserved regions.
- Other Duties
 - Attend regular Training Department meetings (as training/travel schedule allows).
 - Assist with scheduling, planning, and logistical coordination of the annual Trainer's Gathering.
 - Act as a Signature representative for the exhibitor at adventure and recreational industry gatherings.
 - Contact clients as needed to clarify needs and follow-up care.
 - Continually update skills and knowledge through training attendance and self-directed study.
 - Attend adventure and recreational industry-relevant conferences.
 - Fulfill other duties as assigned by the Director of Training.

Minimum Required Qualifications

- Meets ACCT International QCP guidelines for Level 1 trainer/tester.
- Extensive Challenge Course and/or recreational activities program delivery hours in a wide range of skills/elements.
- Level 2 Challenge Course Certification by an ACCT International-accredited vendor or the ability to obtain within 3 months of employment.
- American Red Cross Lifeguard Trainer certification or the ability to obtain within 3 months of employment.

Preferred Qualifications

- Meets the ACCT QCP guidelines for Level 2 or CM trainer/tester.
- Degree in a relevant field such as Business Management, Training/Development, Outdoor Recreation, or Experiential Education.
- Experience in a teaching/training role.
- Train the Trainer Certifications
- Additional certifications/credentials in related skills/industries.